**McPHERSON COLLEGE**

**2023 – 2024 Staff Holiday Schedule**



**College administrative offices will be closed on the following days:**

**Independence Day** **Tuesday, July 4, 2023**

**Labor Day Monday, September 4, 2023**

**Thanksgiving**  **Wednesday, November 22, 2023** **Thursday, November 23, 2023**

 **Friday, November 24, 2023**

**Christmas**  **Friday, December 22, 2023**

**Monday, December 25, 2023**

**Tuesday, December 26, 2023**

**Wednesday, December 27, 2023**

**Thursday, December 28, 2023**

**Friday, December 29, 2023**

**New Year’s**  **Monday, January 1, 2024**

**Martin Luther King, Jr. Day** **Monday, January 15, 2024**

**Good Friday** **Friday, March 29, 2024**

**All Schools Day** **Friday, May 10, 2024**

**Memorial Day** **Monday, May 27, 2024**

The employee's birthday, or another day of the employee's choice, may also be taken during the current fiscal year.

The College has certain operational matters that must be cared for even during the holiday season (for example, heating facilities, processing of mail in admissions and advancement, prospective student visits, and other college activities). Employees working in departments that require some level of coverage during a holiday period will be expected to work with the supervisor to establish a schedule that provides for the needed coverage and allows employees to take time off.

4/02/2023