

## Longwood University Holiday and Winter Closing Schedule for 2008

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The following days are the Official University paid holidays for 2008 and will not require the use of annual or compensatory time except where noted.

Tuesday, January 1	New Year's Day	Closed
Monday, January 21	MLK Day	Closed
Monday, March 10	Spring Break	Closed
Monday, May 26	Memorial Day	Closed
Friday, July 4	Independence Day	Closed
Monday, September 1	Labor Day	Closed
Wednesday, November 26	Day before Thanksgiving	Closed – see below
Thursday, November 27	Thanksgiving Day	Closed
Friday, November 28	Day after Thanksgiving	Closed
Monday, December 22	Winter Break	Closed
Tuesday, December 23	Winter Break	Closed
Wednesday, December 24	Winter Break	Closed – see below
Thursday, December 25	Winter Break	Closed
Friday, December 26	Winter Break	Closed
<b>2009</b>		
Thursday, January 1, 2009	New Year's Day	Closed

**Additional Winter Break Closings:** Staff will need to use compensatory time, annual leave, or accrued holiday leave to cover these additional days when the University is closed:

- **Wednesday, November 26** - **University is closed all day.**  
(4 hours charged to available leave time and 4 hours charged to State Holiday.)
- **Wednesday, December 24** - **University is closed all day.**  
(4 hours charged to available leave time and 4 hours charged to State Holiday.)
- **Monday, December 29** - **University is closed all day.**  
(8 hours charged to available leave time.)
- **Tuesday, December 30** - **University is closed all day.**  
(8 hours charged to available leave time.)
- **Wednesday, December 31** - **University is closed all day.**  
(8 hours charged to available leave time.)

One **floating** holiday is available for you to use during the 2008 calendar year. Please make arrangements with your immediate supervisor for the scheduling of your floating holiday.

In recognition of the contributions the Longwood Staff make to the University, we will close the offices at 1:30 PM on Monday, May 12, 2008, following the Staff Appreciation Day events. The leave time will be recognition leave and will not require the use of annual, compensatory, or accrued holiday leave.