

## Longwood University Holiday and Winter Closing Schedule for 2009

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The following days are the Official University paid holidays for 2009 and will not require the use of annual or compensatory time except where noted.

Thursday, January 1	New Year's Day	Closed
Friday, January 2	Day after New Year's Day	Closed
Monday, January 19	Martin Luther King Day	Closed
Monday, March 9	Spring Break	Closed
Monday, May 25	Memorial Day	Closed
Friday, July 3	Independence Day	Closed
Monday, September 7	Labor Day	Closed
Wednesday, November 25	Day before Thanksgiving	Closed – see below
Thursday, November 26	Thanksgiving Day	Closed
Friday, November 27	Day after Thanksgiving	Closed
Monday, December 21	Winter Break	Closed
Tuesday, December 22	Winter Break	Closed
Wednesday, December 23	Winter Break	Closed
Thursday, December 24	Winter Break	Closed
Friday, December 25	Winter Break	Closed

### 2010

Friday, January 1, 2010	New Year's Day	Closed
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**Additional Winter Break Closings:** Staff will need to use compensatory time, annual leave, or other appropriate accrued leave balances to cover these additional days when the University is closed:

- **Wednesday, November 25** - **University is closed all day.**  
(4 hours charged to available leave time and 4 hours charged to State Holiday.)
- **Monday, December 28** - **University is closed all day**  
(8 hours charged to available leave time.)
- **Tuesday, December 29** - **University is closed all day**  
(8 hours charged to available leave time.)
- **Wednesday, December 30** - **University is closed all day**  
(8 hours charged to available leave time.)
- **Thursday, December 31** - **University is closed all day**  
(8 hours charged to available leave time.)

In recognition of the contributions the Longwood Staff make to the University, we will close the offices at 1:30 PM on Monday, May 11, 2009, following the Staff Appreciation Day events. The leave time will be recognition leave and will not require the use of annual, compensatory, or other accrued leave balances.