



# COE COLLEGE

## Staff Holiday Schedule for 2017-2018

Independence Day	Monday, July 3 and Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving Holiday	Wednesday, November 22 through Friday, November 24, 2017
Christmas/New Year Holiday	Friday, December 22, 2017 through Monday, January 1, 2018
Memorial Day	Monday, May 28, 2018

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**In addition, you may choose one of the following two days as a holiday, with approval from your supervisor to ensure necessary offices are open on March 30 and April 2 when classes are in session.**

Good Friday - Friday, March 30, 2018

OR

Easter Monday - Monday, April 2, 2018

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Veteran's Day	Friday, November 10, 2017
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All Staff who are veterans have the option of using a vacation or personal day if eligible, or taking an unpaid day with authorization. We ask that all employees entitled to this day of leave make the request to your supervisor by November 1<sup>st</sup> so the college can arrange appropriate staffing.