



Memo

To: Finlandia University Faculty & Staff
From: Karin Van Dyke, VP for University Relations
Date: March 1, 2016
Re: 2016 Holiday Observances

The University will be closed on the following **2016 dates** for holiday observances (12 days):

- **Friday, March 25** (Good Friday)
- **Monday, May 30** Memorial Day)
- **Monday, July 4** (Independence Day)
- **Monday, September 5** (Labor Day)
- **Thursday, November 24** (Thanksgiving Day)
- **Friday, November 25** (Day After Thanksgiving/observance of Veteran's Day)
- Weekend December 24 and 25 are floating Holidays observed **Monday, December 26, and Tuesday, December 27**
- **Wednesday – Thursday December 28 – 29** (2016 Holiday Hiatus)
- Weekend December 31 and January 1 are floating Holidays observed **Friday, December 30 and Monday, January 2, 2017**
- **Report back to work Tuesday, January 3, 2017**
- **Monday, January 16, 2017 Martin Luther King Day** (Observance/No classes)

All employees requesting time off should follow the normal request procedure with their respective supervisors. As some University departments are unable to close during the Holiday Break, employees in those areas will be able to schedule their time off at another time with supervisor's permission. In most cases, vacation and personal leave time accrued must be used by December 31, 2016 or be forfeited.

Please direct questions about vacation or personal leave balances to Collin Saint Onge at extension 304