



**CENTRAL  
TEXAS  
COLLEGE**

**DATE:** May 7, 2018

**TO:** All Central Texas College District Employees

**FROM:** Jim Yeonopolus, Chancellor

**SUBJECT: OFFICIAL COLLEGE HOLIDAYS FOR FY 2018-2019**

Listed below are the official College District holidays for full-time employees for the next Fiscal Year 2018-2019. This schedule provides a total of twenty-six paid holidays for district employees to enjoy. Please celebrate them safely.

<b>Holiday Calendar</b>		
<b>Holiday</b>	<b>Day of Week</b>	<b>Date(s) Observed</b>
Labor Day	Monday	September 3, 2018
Veterans Day	Monday	November 12, 2018
Thanksgiving	Monday - Friday	November 19-23, 2018
Christmas/New Year's Day		December 20, 2018-January 2, 2019
M.L. King Day	Monday	January 21, 2019
Presidents' Day	Monday	February 18, 2019
Spring Break	Monday - Friday	March 11 – 15, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019

Some of our contracts may require that we observe a different holiday schedule. In those instances, our work schedule should compare to that of the customer. Any variations to this schedule will require prior approval of the operating units Dean.

Full-time employees must be employed by March 1<sup>st</sup> to be eligible for payment for the Spring Break holidays. Full-time employees must be employed by November 1<sup>st</sup> to be eligible for payment for the Thanksgiving and Christmas/New Year's holidays.

This memorandum is not applicable to CTCD employees employed under the Services Contract Act, where a specific wage determination applies. These employees will receive paid holidays in accordance with wage determination.

See HR Policy #310 for more guidance on holidays.