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UA3/10/2 Summer Schedule

WKU President's Office - Caboni

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PRESIDENT'S MESSAGE

Faculty and Staff:

With summer quickly approaching, I'd like to share with you some changes to our 2019 Summer Schedule. This year, we worked to create an opportunity for staff to enjoy a 3-day weekend for each of the 14 summer break weeks, May 13th - August 16th.

In years past, the Summer Schedule has consisted of a 35-hour, 5-day workweek with half days on Friday. This summer, we will transition to a schedule that keeps our campus open 5 days a week, from 7:30 am – 4:30 pm each day, and, at the same time, reduces the workweek from 35 hours to 34 hours and provides staff with long weekends.

In consultation with their supervisors, individuals will be able to apply the University's flex/compressed workweek policy to choose a Monday-Thursday or Tuesday-Friday schedule that best supports both their personal needs and the needs of their office. We know there are some departments with a singular staff member. To ensure we continue to provide the expected level of support, these units should handle staff vacancies in the same manner in which they handle vacation or sick days. Our Human Resources Department will follow-up soon with more details about the Summer Schedule.

In addition, I'd like to share the Holiday Schedule for the remainder of the fiscal year so that you have ample time to make plans. You will notice in the schedule below that we have provided an extended winter break due to the way holidays fell in the calendar.

You are critically important to everything we do at WKU, and I appreciate your continued good work to advance our institution. I hope this summer's 3-day weekends and this winter's long break will provide you with extra time of relaxation and restoration!

Best,

A handwritten signature in black ink, appearing to read "Timothy C. Caboni".

Timothy C. Caboni

Employee Holiday Schedule

July 1, 2019 – June 30, 2020

In consideration of established University policy, the existing Academic Calendar and the manner in which prominent holidays fall (weekdays) on the calendar, the following schedule is the University's Employee Holiday Schedule applicable to 2019/2020.

Thursday, July 4, 2019	Independence Day	(1 Day)
Monday, September 2, 2019	Labor Day	(1 Day)
Wednesday, November 27 – Friday November 29, 2019	Thanksgiving Break	(3 Days)
Monday, December 16, 2019 – Friday, January 3, 2020	Winter Break	(15 Days)
Monday January 20, 2020	Martin Luther King, Jr. Day	(1 Day)
Monday, May 25, 2020	Memorial Day	(1 Day)