



UNIVERSITY OF
NORTHERN
COLORADO

Office of Human Resource Services

MEMORANDUM

DATE: 11/28/17

TO: All UNC Faculty, Exempt Administrators, and Classified Staff

FROM: Marshall Parks, Director of Human Resources

SUBJECT: UNC Holiday Schedule for 2018

The State of Colorado identifies ten holidays for all government institutions. Rules provide for agencies to adopt an alternate holiday schedule. The University of Northern Colorado has traditionally subscribed to an alternate holiday schedule. Below is the holiday schedule for all UNC Employees for calendar year 2018

<u>Date</u>	<u>Day</u>	<u>Holiday</u>	<u>University Access</u>
1/1/2018	Monday	New Year's Day	Closed
1/15/2018	Monday	Dr. Martin Luther King Jr., Day	Closed
2/19/2018	Monday	President's Day	Open
5/28/2018	Monday	Memorial Day	Closed
7/4/2018	Wednesday	Independence Day	Closed
9/3/2018	Monday	Labor Day	Closed
10/08/2018	Monday	Columbus Day	Open
11/11/2018	Sunday	Veteran's Day	Open
11/22/2018	Thursday	Thanksgiving Day	Closed
11/23/2018	Friday	Substitute Columbus Day	Closed
12/24/2018	Monday	Substitute Veteran's Day	Closed
12/25/2018	Tuesday	Christmas Day	Closed
12/26/2018	Wednesday	Substitute Presidents Day	Closed
12/31/2018	Monday	Substitute Governors Day	Closed
1/1/2019	Tuesday	New Year's Day	Closed

Note: Departments that are required to maintain coverage during the above scheduled holidays may adopt an alternate holiday schedule for those employees required to work a holiday. Any variance from the designated University holiday schedule must be submitted to Human Resources in writing no later than January 31st. If you have any questions please contact Human Resources at 1-2718.