



Date: January 13, 2017
To: All UW Employees
From: Office of the President
Re: Administrative Holidays and Summer Hours for 2017-2018

For planning purposes, the Office of the President has created the administrative holidays and summer hours schedule for 2017 and 2018—see schedules below. Please note summer hours are 7:30 a.m. to 4:30 p.m. and begin the first Monday following commencement in May.

The policy governing winter/holiday closure for the University of Wyoming was made a permanent feature of the University of Wyoming in the March 2001 Board of Trustees meeting and is as follows:

The dates will vary from year to year, but the general principle will be that appropriate employees will be excused from reporting to work during three non-holiday week days between the Christmas holiday and New Year's holiday.

Administrative Holiday/Summer Hours	2017
Martin Luther King/Wyoming Equality Day	Monday, January 16, 2017
Begin Summer Hours	Monday, May 15, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
End Summer Hours	Friday, August 25, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving Holiday	Thursday, November 23 & Friday, November 24, 2017
Christmas Holiday	Friday, December 22 & Monday, December 25, 2017
Winter Closure	Tuesday, December 26 - Thursday, December 28, 2017
New Year's Holiday	Friday, December 29, 2017 & Monday, January 1, 2018

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Administrative Holiday/Summer Hours	2018
New Year's	Friday, December 29, 2017 & Monday, January 1, 2018
Martin Luther King/Wyoming Equality Day	Monday, January 15, 2018
Begin Summer Hours	Monday, May 14, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
End Summer Hours	Friday, August 24, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving Holiday	Thursday, November 22 & Friday, November 23, 2018
Christmas Holiday	Monday, December 24 & Tuesday, December 25, 2018
Winter Closure	Wednesday, December 26 - Friday, December 28, 2018
New Year's Holiday	Monday, December 31, 2018 & Tuesday, January 1, 2019