



**Date: TK**  
**To: All UW Employees**  
**From: Office of the President**  
**Re: Administrative Holidays and Summer Hours for 2019-2020**

For planning purposes, the Office of the President has created the administrative holidays and summer hours schedule for 2019 and 2020—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 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.*

<b>Administrative Holiday/Summer Hours</b>	<b>2019</b>
Martin Luther King/Wyoming Equality Day	Monday, January 21, 2019
Begin Summer Hours	Monday, May 20, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
End Summer Hours	Friday, August 30, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Holiday	Thursday, November 28 & Friday, November 29, 2019
Christmas Holiday	Tuesday, December 24 & Wednesday, December 25, 2019
Winter Closure	Thursday, December 26, Friday, December 27, 2019 & Monday, December 30, 2019
New Year's Holiday	Tuesday, December 31, 2019 & Wednesday, January 1, 2020

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<b>Administrative Holiday/Summer Hours</b>	<b>2020</b>
Martin Luther King/Wyoming Equality Day	Monday, January 20, 2020
Begin Summer Hours	Monday, May 18, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
End Summer Hours	<i>TBA Pending 2020-21 Academic Calendar Approval</i>
Labor Day	Monday, September 7, 2020
Thanksgiving Holiday	Thursday, November 26 & Friday, November 27, 2020
Christmas Holiday	Thursday, December 24 & Friday, December 25, 2020
Winter Closure	Monday, December 28 – Wednesday, December 30, 2020
New Year's Holiday	Thursday, December 31, 2020 & Friday, January 1, 2021