

# Holiday Office Closure Guidelines

*This notice addresses the Augusta University holiday schedule for the remainder of the calendar year and applies to University employees only.*

As you may know, the University System of Georgia provides 13 paid holidays for its employees. Each institution then has the discretion to develop its own holiday schedule based on operational needs. The remaining 2023 holidays and 2024 holidays for Augusta University are as follows:

## 2023

Holiday	Date Observed on Campus
Thanksgiving Day	November 23, 2023 (Thursday)
Day After Thanksgiving	November 24, 2023 (Friday)
Winter Holiday Break (5 remaining holidays)	Monday, December 25, 2023 Tuesday, December 26, 2023 Wednesday, December 27, 2023 Thursday, December 28, 2023 Friday, December 29, 2023

## 2024

Holiday	Date Observed on Campus
New Year's Day	January 1, 2024 (Monday)
Martin Luther King, Jr. Day	January 15, 2024 (Monday)
Memorial Day	May 27, 2024 (Monday)
Juneteenth	June 19, 2024 (Wednesday)
Independence Day	July 4, 2024 (Thursday)
Labor Day	September 2, 2024 (Monday)
Thanksgiving Day	November 28, 2024 (Thursday)
Day After Thanksgiving	November 29, 2024 (Friday)
Winter Holiday Break (5 remaining holidays)	Wednesday, December 25, 2024 Thursday, December 26, 2024 Friday, December 27, 2024 Monday, December 30, 2024 Tuesday, December 31, 2024

- Any plan to close will require the approval of the applicable member of the President's Cabinet to ensure the proposed closure will not cause disruptions to service.
- Any closings are also contingent on all employees having enough annual leave to cover the absence. You are encouraged to start thinking now about your department's plans and if you plan to close.
- Should you wish to close, you are expected to submit your request to your dean or vice president, specifying the dates that you propose to close.

- Your dean or vice president will need to copy Human Resources ([VP\\_HUMANRESOURCES@augusta.edu](mailto:VP_HUMANRESOURCES@augusta.edu)) and Public Safety ([AUPD@augusta.edu](mailto:AUPD@augusta.edu)) on any requests that he/she approves.
- The deans and other areas in Academic Affairs are expected also to secure the approval of the Provost for their college or office closures.
- Human Resources will provide the Office of the President and the Offices of each EVP with a list of all departments or offices that will close along with the closure dates.
- As noted above, your employees will be required to have enough leave to cover their absence, so please let them know now so that they can plan accordingly.

Please share this information within your colleges and departments as you deem appropriate. Should you have any questions, you may contact Human Resources.