

To: Administration, Staff and Faculty
From: Lori Barahona
Date: May 12, 2023
Re: 2023 - 2024 Holiday Schedule and Vacation Scheduling

The College will be closed on these dates during the next fiscal year. This holiday schedule applies to staff and administration.

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| Independence Day | July 3-4, 2023 | Monday and Tuesday |
| Labor Day* | September 4, 2023 | Monday |
| Columbus Day | October 9, 2023 | Monday |
| Veterans Day | November 10, 2023 | Friday |
| Thanksgiving* | November 23-24, 2023 | Thursday and Friday |
| Christmas Eve | December 22, 2023 | Friday |
| Christmas Day | December 25, 2023 | Monday |
| New Year's Eve | December 29, 2023 | Friday |
| New Year's Day | January 1, 2024 | Monday |
| Martin Luther King Day | January 15, 2024 | Monday |
| President's Day | February 19, 2024 | Monday |
| Spring Break* | March 29, 2024 | Friday |
| Spring Break | April 1, 2024 | Monday |
| Memorial Day* | May 27, 2024 | Monday |
| Juneteenth | June 19, 2024 | Wednesday |

* Johnson College Offices will close at 3:00 pm the workday before the holiday.

Scheduling Vacation:

As you plan your vacation, please remember to request your time off to your manager as far in advance as possible (but at least one week in advance unless there are extenuating circumstances.) You are strongly advised not to make travel arrangements before obtaining your manager's approval. Graduation week in May, the first week of classes in August and January and all In-Service weeks are generally considered "black out" periods for vacation or personal time off.