



Holiday Calendar for Fiscal Year 2023-2024

July 1, 2023 - June 30, 2024

General business hours for the campuses, as defined on our website, are Monday through Friday, 8 a.m. to 5 p.m., and are established to best serve the needs of our students.

Per Procedure 6.6.1P: **Leaves of Absence – Paid Leave Procedure**, following are the 2023-2024 fiscal year paid holidays for Regular Employees as approved by the President of the College:

<u>DATE</u>	<u>HOLIDAY</u>
July 4, 2023	Independence Day
September 4, 2023	Labor Day
October 13, 2023	Fall Break
November 22, 23 and 24, 2023	Thanksgiving Break
December 25, 2023 through January 2, 2024	Winter Break
January 15, 2024	Equality Day
February 19, 2024	President's Day
March 15, 2024	Spring Break
May 27, 2024	Memorial Day

In addition:

LCCC Albany County Campus will be closed on Friday, July 7, 2023, for Laramie Jubilee Days.

LCCC Cheyenne Campus will be closed on Wednesday, July 26, 2023, for Cheyenne Day.

Generally, summer operating hours at LCCC will be 7:30 am to 4:00 pm, from May 15, 2023, through August 11, 2023. Operational hours for functional departments may differ to ensure service coverage as needed. Employees must work directly with their immediate supervisor to request an alternate work schedule if feasible for the department. The alternate work schedule must be documented with the Work Schedule Modification Request Form (available in the HR Virtual Office).

In general, LCCC building hours are 6:00 am to 10:00 pm.