



Holiday Calendar for Fiscal Year 2016-2017

Per Procedure 6.6.1P: **Leaves of Absence – Paid Leave Procedure**, following are the 2016-2017 fiscal year paid holidays for Regular Employees as approved by the President of the College:

<u>DATE</u>	<u>HOLIDAY</u>
July 4, 2016	Independence Day
September 5, 2016	Labor Day
November 23, 24 and 25, 2016	Thanksgiving Break
December 23, 2016 through January 2, 2017	Winter Break
January 16, 2017	Equality Day
March 17, 2016	Spring Break
May 29, 2017	Memorial Day

In addition:

Laramie County Community College Cheyenne Campus will be closed on Wednesday, July 27, 2016, for the Thunderbird Air Show and Cheyenne Day.

Laramie County Community College Albany County Campus will be closed on Friday, July 8, 2016, for Jubilee Days.

Generally speaking, summer operating hours at LCCC will be 7:30 am to 4:00 pm, from May 16, 2016, through August 21, 2016. Typical operational hours for functional departments may differ from the general summer hours to ensure service coverage as needed.

Flexible/alternative summer work schedules may be available to an employee; if a flexible or alternative work schedule is desired, employees must work with directly with their immediate supervisors to determine if such an option is feasible. In general, LCCC building hours are 6:00 am to 10:00 pm. Some buildings may have hours that differ from the typical 6:00 am to 10:00 pm.