



Holiday Calendar for Fiscal Year 2017-2018

Per Procedure 6.6.1P: **Leaves of Absence – Paid Leave Procedure**, following are the 2017-2018 fiscal year paid holidays for Regular Employees as approved by the President of the College:

<u>DATE</u>	<u>HOLIDAY</u>
July 4, 2017	Independence Day
September 4, 2017	Labor Day
November 22, 23 and 24, 2017	Thanksgiving Break
December 23, 2017 through January 1, 2018	Winter Break
January 15, 2018	Equality Day
March 16, 2018	Spring Break
May 28, 2018	Memorial Day

In addition:

Laramie County Community College Cheyenne Campus will be closed on Wednesday, July 26, 2017, for the Thunderbird Air Show and Cheyenne Day.

Laramie County Community College Albany County Campus will be closed on Friday, July 14, 2017, for Jubilee Days.

Generally speaking, summer operating hours at LCCC will be 7:30 am to 4:00 pm, from May 15, 2017, through August 18, 2017. 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.