



Holiday Calendar for Fiscal Year 2015-2016

Per Procedure 6.6.1P: **Leaves of Absence – Paid Leave Procedure**, following are the 2015-2016 fiscal year paid holidays for Regular Employees as approved by the President of the College:

<u>DATE</u>	<u>HOLIDAY</u>
July 3, 2015	Independence Day
September 7, 2015	Labor Day
November 25, 26 and 27, 2015	Thanksgiving Break
December 24, 2015 through January 1, 2016	Winter Break
January 18, 2016	Equality Day
March 18, 2016	Spring Break
May 30, 2016	Memorial Day

In addition:

Laramie County Community College Cheyenne Campus will be closed on Wednesday, July 22, 2015, for the Thunderbird Air Show and Cheyenne Day.

Laramie County Community College Albany County Campus will be closed on Friday, July 10, 2015, for Jubilee Days.

Generally speaking, summer operating hours at LCCC will be 7:30 am to 4:00 pm, from May 18, 2015, through August 21, 2015. 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.