### Designated Holiday Calendar for Employees 2019 – 2020

**Ball State University**

**Observed University Holidays**

- **Thursday, July 4, 2019** (Fourth of July)
- **Monday, September 2, 2019** (Labor Day)
- ***Wednesday, November 27, 2019** (Closing at 12:00)
- **Thursday, November 28, 2019** (Thanksgiving)
- **Friday, November 29, 2019** (Day after Thanksgiving)
- ***Monday, December 23, 2019** (Closing at 3:00 p.m.)
- **Tuesday, December 24, 2019** (President’s Holiday)
- **Wednesday, December 25, 2019** (Christmas Day)
- ***Tuesday, December 31, 2019** (Closing at 3:00 p.m.)
- **Wednesday, January 1, 2020** (New Year’s Day)
- **Monday, January 20, 2020** (Martin Luther King Jr.)
- **Monday, May 25, 2020** (Memorial Day)
MEMORANDUM

UNIVERSITY HUMAN RESOURCE SERVICES

TO: Ball State University Faculty and Staff
FROM: University Human Resource Services
DATE: March 21, 2019
SUBJ: 2019-2020 Fiscal Year Holiday Calendar and Summer Work Hours

For your information, on the back of this memorandum is a calendar for the months of July 2019 through June 2020. The dates within the shaded boxes are the official designated university holidays that fall during this time period.

Summer work hours, 7:30 a.m. to 4:00 p.m. with a 35-minute lunch break, will begin on Monday, May 6, 2019, and end on Friday, August 9, 2019. While the official start of the Fall Semester is Friday, August 16, 2019, Fall Semester on-campus classes begin Monday, August 19, 2019.

All academic and administrative offices are to have continuous service from 7:30 a.m. to 4:00 p.m. during summer hours.