

# **PLEASE POST**

## **M E M O R A N D U M**

### **OFFICE FOR PEOPLE AND CULTURE**

TO: Ball State University Faculty and Staff

FROM: Office for People and Culture

DATE: May 2, 2025

SUBJ: Holiday Calendar 2025-2026 and Summer Work Hours

For your information, on the following page of this memorandum is a calendar for the months of July 2025 through June 2026. The dates within the red shaded boxes are the official designated university holidays that fall during this time-period. The dates in gray are days that the University closes early.

Summer work hours, 7:30 a.m. to 4:00 p.m., with a 35-minute lunch break, will begin on Monday, May 4, 2026. Due to changes in the academic calendar, we will need to confirm the end of summer hours. Once a final determination has been made, we will update the calendar accordingly.

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

# FY 2025 – 2026 BALL STATE UNIVERSITY OFFICIAL DESIGNATED HOLIDAY CALENDAR FOR EMPLOYEES

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## OBSERVED UNIVERSITY HOLIDAYS

Friday, July 4, 2025 (Fourth of July Observed)

Monday, September 1, 2025 (Labor Day)

\*Wednesday, November 26, 2025 (Closing at 12:00 p.m.)

Thursday, November 27, 2025 (Thanksgiving)

Friday, November 28, 2025 (Day after Thanksgiving)

\*Tuesday, December 23, 2025 (Closing at 3:00 p.m.)

Wednesday, December 24, 2025 (President's Holiday)

Thursday, December 25, 2025 (Christmas Day Observed)

\*Wednesday, December 31, 2025 (Closing at 3:00 p.m.)

Thursday, January 1, 2026 (New Year's Day Observed)

Monday, January 19, 2026 (Martin Luther King, Jr.)

Monday, May 25, 2026 (Memorial Day)

Friday, June 19, 2026 (Juneteenth)