

PLEASE POST

MEMORANDUM

HUMAN RESOURCES

TO: Ball State University Faculty and Staff

FROM: Human Resources

DATE: June 26, 2023

SUBJ: Holiday Calendar 2023-2024 and Summer Work Hours

For your information, on the following page of this memorandum is a calendar for the months of July 2023 through June 2024. 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 6, 2024, and end on Friday, August 9, 2024. While the official start of the Fall Semester is Friday, August 16, 2024, Fall Semester on-campus classes begin on Monday, August 19, 2024.

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

The Board of Trustees approved 2023 Days of Beneficence, these four additional days will occur during the coming holiday season on Tuesday, December 26, 2023; Wednesday, December 27, 2023; Thursday, December 28, 2023; and Friday, December 29, 2023. The Days of Beneficence are not a part of our annual holiday schedule and have been approved by the Board for 2023 in gratitude for your sustained commitment to the University.

FY 2023 – 2024 BALL STATE UNIVERSITY OFFICIAL DESIGNATED HOLIDAY CALENDAR FOR EMPLOYEES

JULY 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2024						
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 2024						
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		

MARCH 2024						
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 2024						
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 2024						
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 2024						
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

Tuesday, July 4, 2023 (Fourth of July Observed)

Monday, September 4, 2023 (Labor Day)

***Wednesday, November 22, 2023 (Closing at 12:00 p.m.)**

Thursday, November 23, 2023 (Thanksgiving)

Friday, November 24, 2023 (Day after Thanksgiving)

***Thursday, December 21, 2023 (Closing at 3:00 p.m.)**

Friday, December 22, 2023 (President's Holiday)

Monday, December 25, 2023 (Christmas Day Observed)

Tuesday, December 26– Friday, December 29, 2023 (Days of Beneficence)

Monday, January 1, 2024 (New Year's Day Observed)

Monday, January 15, 2024 (Martin Luther King, Jr.)

Monday, May 27, 2024 (Memorial Day)

Wednesday, June 19, 2024 (Juneteenth)