

# **PLEASE POST**

## MEMORANDUM

### **UNIVERSITY HUMAN RESOURCE SERVICES**

TO: Ball State University Faculty and Staff

FROM: University Human Resource Services

DATE: January 21, 2020

SUBJ: 2020-2021 Fiscal Year Holiday Calendar and  
Summer Work Hours

For your information, on the following page of this memorandum is a calendar for the months of July 2020 through June 2021. 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 4, 2020, and end on Friday, August 7, 2020. While the official start of the Fall Semester is Friday, August 21, 2020, Fall Semester on-campus classes begin Monday, August 24, 2020.

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

**BALL STATE UNIVERSITY OFFICIAL DESIGNATED HOLIDAY CALENDAR FOR EMPLOYEES  
2020 – 2021**

| July, 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 | 31 |    |    |

| August, 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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, 2020 |    |    |    |    |    |    |
|-----------------|----|----|----|----|----|----|
| 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 |    |    |

| October, 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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, 2020 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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, 2020 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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, 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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, 2021 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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, 2021 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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, 2021 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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, 2021 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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, 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 3, 2020 (Fourth of July Observed)  
 Monday, September 7, 2020 (Labor Day)  
\*Wednesday, November 25, 2020 (Closing at 12:00)  
 Thursday, November 26, 2020 (Thanksgiving)  
 Friday, November 27, 2020 (Day after Thanksgiving)  
\*Wednesday, December 23, 2020 (Closing at 3:00 p.m.)

Thursday, December 24, 2020 (President's Holiday)  
 Friday, December 25, 2020 (Christmas Day)  
\*Thursday, December 31, 2020 (Closing at 3:00 p.m.)  
 Friday, January 1, 2021 (New Year's Day)  
 Monday, January 18, 2021 (Martin Luther King Jr.)  
 Monday, May 31, 2021 (Memorial Day)