

# **WABASH COLLEGE**

## **MEMORANDUM**

**June 29, 2016**

**To:** Faculty and Staff  
**From:** President's Office  
**Re:** Office Hours and Holidays for 2016-2017

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Wabash College offices will be open from 8:00 a.m. to noon and 1:00 p.m. to 4:30 p.m. Monday through Friday.

Offices will be closed in 2016-17 for the following holidays:

**Independence Day**

Offices closed on Monday, July 4, 2016

**Labor Day**

Some offices are open Monday, September 5, 2016

*Since classes are in session, offices that work directly with students will be staffed and open on this date.*

**Thanksgiving**

Offices closed Thursday, November 24 and Friday, November 25, 2016

**Winter Break**

Offices closed Monday, December 26, 2016 through Monday, January 2, 2017

**Memorial Day**

Offices closed Monday, May 29, 2017

**Independence Day**

Offices closed Tuesday, July 4, 2017