



**May 17, 2019**

**To:** Faculty and Staff  
**From:** President's Office  
**Re:** Office Hours and Holidays for 2019-2020

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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 2019-2020 for the following holidays:

**Independence Day**

Offices closed Thursday, July 4, 2019.

**Labor Day**

Some offices are open Monday, September 2, 2019. Since classes are in session, offices that work directly with students will be staffed and open on this date.

**Thanksgiving**

Offices closed Thursday, November 28 and Friday, November 29, 2019.

**Winter Break**

Offices closed Tuesday, December 24, 2019 through Friday, December 27, 2019.

Offices closed Tuesday, December 31 through Wednesday, January 1, 2020.

*Offices will be open on December 23 and December 30. Employees may take vacation on those dates with approval from supervisors.*

**Memorial Day**

Offices closed Monday, May 25, 2020.

**Independence Day**

The federal holiday falls on a Saturday, so offices will be closed on Friday, July 3, 2020.

