



Vice President for Administration and Finance

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TO: President's Staff

FROM: Sylvia Shannon Davis *sysh*

DATE: October 25, 2004

SUBJECT: CY 2005 – CY 2006 Holiday and Administrative Closing Schedules

Beginning this year, we are providing holiday/closing schedules covering two calendar years to assist departments with their scheduling needs. The 2005 holiday and office, closing schedule should be observed as follows:

- The *New Year's Day* holiday will be observed **Friday, December 31, 2004.**
- The *Martin Luther King, Jr. Day* holiday will be observed **Monday, January 17, 2005.**
- The *Spring* holiday will be observed **Friday, March 25, 2005.**
- The *Memorial Day* holiday will be observed **Monday, May 30, 2005.**
- The *Independence Day* holiday will be observed **Monday, July 4, 2005.**
- The *Labor Day* holiday will be observed **Monday, September 5, 2005.**
- The *Thanksgiving Day* holiday will be observed
Thursday, November 24, 2005 – Holiday.
Friday, November 25, 2005 – Administrative Closing.
- The *Winter* holiday will be observed
Monday, December 26, 2005 – Holiday observed.
Tuesday, December 27, 2005 – Administrative Closing.
Wednesday, December 28, 2005 – Administrative Closing.
Thursday, December 29, 2005 – Administrative Closing.
Friday, December 30, 2005 – Administrative Closing.

The 2006 holiday and office, closing schedule should be observed as follows:

- The *2006 New Year's Day* holiday will be observed **Monday, January 2, 2006.**
- The *Martin Luther King, Jr. Day* holiday will be observed **Monday, January 16, 2006.**
- The *Spring* holiday will be observed on **Friday, April 14, 2006.**
- The *Memorial Day* holiday will be observed **Monday, May 29, 2006.**
- The *Independence Day* holiday will be observed **Tuesday, July 4, 2006.**
- The *Labor Day* holiday will be observed **Monday, September 4, 2006.**
- The *Thanksgiving Day* holiday will be observed
Thursday, November 23, 2006 – Holiday.
Friday, November 24, 2006 – Administrative Closing.

- The *Winter* holiday will be observed
Monday, December 25, 2006 – Holiday observed.
Tuesday, December 26, 2006 – Administrative Closing.
Wednesday, December 27, 2006 – Administrative Closing.
Thursday, December 28, 2006 – Administrative Closing.
Friday, December 29, 2006 – Administrative Closing.
Monday, January 1, 2007 – New Year’s Holiday observed.

Please make the necessary arrangements to ensure essential university services or activities are provided during this period. I also ask for your assistance in sharing this information with your staff.

/act

c: Dr. John D. Petersen
Human Resources Officers
Chief Business Officers