**SOUTHWESTERN UNIVERSITY**
**SCHEDULE OF UNIVERSITY PAID HOLIDAYS**
**JANUARY 1, 2013 TO DECEMBER 31, 2013**

| DAYS | DATE | HOLIDAY | SPECIAL NOTE |
|---|---|---|---|
| (1) | January 1, 2013 (Tuesday) | New Year's Day | University offices* will close at 5:00 p.m. on Friday, December 21, 2012, and reopen on Wednesday, January 2, 2013. |
| (1) | January 21, 2013 (Monday) | Dr. Martin Luther King, Jr.'s Birthday (Observed) | University offices* will close at 5:00 p.m. on Friday, January 18, 2013, and reopen on Tuesday, January 22, 2013. |
| (1) | March 29, 2013 (Friday) | Good Friday | University offices* will close at 5:00 p.m. on Thursday, March 28, 2013, and reopen on Monday, April 1, 2013. |
| (1) | May 27, 2013 (Monday) | Memorial Day | University offices* will close at 5:00 p.m. on Friday, May 24, 2013, and reopen on Tuesday, May 28, 2013. |
| (1) | July 4, 2013 (Thursday) | Independence Day | University offices* will close at 5:00 p.m. on Wednesday, July 3, 2013, remain closed for "SFO" ** on Friday, July 5th, and reopen on Monday, July 8, 2013. |
| (1) | September 2, 2013 (Monday) | Labor Day | University offices* will close at 5:00 p.m. on Friday, August 30, 2013, and reopen on Tuesday, September 3, 2013. |
| (3) | November 27 through November 29, 2013 (Wednesday through Friday) | Thanksgiving | University offices* will close at 5:00 p.m. on Tuesday, November 26, 2013, and reopen on Monday, December 2, 2013. |
| (7) | December 23 through December 31, 2013 (Monday through Tuesday) | Winter Holiday Break | University offices* will close at 5:00 p.m. on Friday, December 20, 2013, and reopen on Thursday, January 2, 2014. Includes a one-time bonus holiday on Monday, December 23, 2013. |
| **(16)** | **Total Holidays for 2013** | | |

*Emergency personnel, Physical Plant employees, switchboard operators and other University employees may be designated to work on one or more holidays. If so, these employees will either be provided with an alternative holiday day or paid holiday pay in accordance with the Staff Handbook.

**The University is continuing the pilot Summer Fridays Off (SFO) program in July 2013, and will be closed July 5, 12, 19 and 26.

Forms/calendar