## HOLIDAY BUILDING CLOSING SCHEDULE
### December 22, 2018 - January 1, 2019

**ESSENTIAL SERVICE UNITS**

- **Monday, December 24, 2018** - Half Gift / Half Execused Day
- **Tuesday, December 25, 2018** - Christmas Day Holiday
- **Wednesday, December 26, 2018** - Designated Holiday 2
- **Thursday, December 27, 2018** - Gift Day
- **Friday, December 28, 2018** - Gift Day
- **Monday, January 1, 2019** - Observed University Holiday

**NOTICE TO USERS**

- Buildings closed, unless otherwise indicated. If hours are shown, building is open only during that time.

**OPEN** = same as normal workday

**KCAO** = Keycard access only

<table>
<thead>
<tr>
<th>Mon, Dec 24</th>
<th>Tuesday, Dec 25</th>
<th>Wednesday, Dec 26</th>
<th>Thursday, Dec 27</th>
<th>Friday, Dec 28</th>
<th>Monday, Jan 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9:00AM-12:30PM</strong></td>
<td><strong>9:00AM-12:30PM</strong></td>
<td><strong>9:00AM-12:30PM</strong></td>
<td><strong>9:00AM-12:30PM</strong></td>
<td><strong>9:00AM-12:30PM</strong></td>
<td><strong>9:00AM-12:30PM</strong></td>
</tr>
<tr>
<td><strong>6:00AM-9:30PM</strong></td>
<td><strong>6:00AM-9:30PM</strong></td>
<td><strong>6:00AM-9:30PM</strong></td>
<td><strong>6:00AM-9:30PM</strong></td>
<td><strong>6:00AM-9:30PM</strong></td>
<td><strong>6:00AM-9:30PM</strong></td>
</tr>
</tbody>
</table>

---

### Buildings Closed

- **Monday, December 24, 2018** - Gift Day
- **Tuesday, December 25, 2018** - Observed University Holiday
- **Wednesday, December 26, 2018** - Designated Holiday 2
- **Thursday, December 27, 2018** - Gift Day
- **Friday, December 28, 2018** - Gift Day
- **Monday, January 1, 2019** - Observed University Holiday

---

**ATTENTION:**

Employees required to work on the three University-designated gift days are entitled to three alternate days between December 1, 2018, and June 30, 2019. Requests are subject to supervisor approval and unit operational needs.

---

**NOTICE TO USERS:**

- Buildings closed, unless otherwise indicated. If hours are shown, building is open only during that time.

**OPEN** = same as normal workday

**KCAO** = Keycard access only

---

**HOLIDAY BUILDING CLOSING SCHEDULE**

<table>
<thead>
<tr>
<th>Day</th>
<th>Buildings Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, December 24, 2018</strong></td>
<td>Gift Day</td>
</tr>
<tr>
<td><strong>Tuesday, December 25, 2018</strong></td>
<td>Observed University Holiday</td>
</tr>
<tr>
<td><strong>Wednesday, December 26, 2018</strong></td>
<td>Designated Holiday 2</td>
</tr>
<tr>
<td><strong>Thursday, December 27, 2018</strong></td>
<td>Gift Day</td>
</tr>
<tr>
<td><strong>Friday, December 28, 2018</strong></td>
<td>Gift Day</td>
</tr>
<tr>
<td><strong>Monday, January 1, 2019</strong></td>
<td>Observed University Holiday</td>
</tr>
</tbody>
</table>

---

**NOTICE TO USERS:**

Employees required to work on the three University-designated gift days are entitled to three alternate days between December 1, 2018, and June 30, 2019. Requests are subject to supervisor approval and unit operational needs.

---

**ATTENTION:**


---

**Open** = same as normal workday

**KCAO** = Keycard access only

---

**NOTICE TO USERS:**

Buildings closed, unless otherwise indicated. If hours are shown, building is open only during that time.

**OPEN** = same as normal workday

**KCAO** = Keycard access only

---

**ATTENTION:**

Employees required to work on the three University-designated gift days are entitled to three alternate days between December 1, 2018, and June 30, 2019. Requests are subject to supervisor approval and unit operational needs.