

TO: Vice Presidents
 Assistant Vice Presidents
 Executive Director for Enrollment Management
 Deans
 Public Relations
 Sodexo Dining Services Manager
 Director of Sodexo Facilities

FROM: Kent J. Smith, Jr., Ph.D.
 President

DATE: July 22, 2020

SUBJECT: 2020-2021 HOLIDAY SCHEDULE--CEREMONIAL OCCASIONS PROGRAM DATES

We are pleased to provide you with the holiday schedule and Ceremonial Occasions program dates for your information. *Please note the following and communicate this information to all personnel under your jurisdiction.* This schedule does not apply to all personnel and contractors. Some areas must function during the holidays (Facilities, Police Department, Housing Services, etc.). It is the responsibility of the chief administrative officers of each division to see that the work is fully covered as appropriate.

2020-2021 HOLIDAY SCHEDULE

LABOR DAY	September 7, 2020
THANKSGIVING BREAK	November 23-27, 2020
WINTER BREAK	December 14, 2020-January 1, 2021 (Business will close December 14, 2020 at 5:00 p.m.) (Business will resume January 4, 2020 at 8:00 a.m.)
DR. MARTIN LUTHER KING, JR.	January 18, 2021
SPRING BREAK	March 15-19, 2021*
MEMORIAL DAY	May 31, 2021
INDEPENDENCE DAY	July 4, 2021
SUMMER HOURS OBSERVED	May 24 – July 16, 2021

CEREMONIAL OCCASIONS PROGRAM DATES

FORMAL OPENING CONVOCATION	September 3, 2020
HOMECOMING	October 17, 2020
HOLIDAY CONCERT	November 12, 2020
Spring 2020 Commencement Ceremony	November 21, 2020*
IRA & RUBY HALL LECTURE SERIES	March 2, 2021
FOUNDERS DAY	March 4, 2021
INTERNATIONAL DAY	April 6, 2021
ANNUAL HONORS DAY	April 8, 2021
MUSIC DEPARTMENT SPRING CONCERT	April 15, 2021
COMMENCEMENT	May 15, 2021
SERVICE RECOGNITION LUNCHEON	May 17, 2021

URBAN CAMPUSES

LU-Tulsa Honors Ceremony	April 8, 2021
LU-OKC Graduate Recognition & Celebration	May 11, 2021
LU-Tulsa Graduation Program	May 13, 2021

*During Spring Break two days of administrative leave will be given to all twelve-month employees. When approving administrative leave for your employees, keep in mind that **all offices are to remain open during normal business hours.** In addition, administrative leave for Spring Break is not transferable. It must be taken March 15 – 19, 2021.

*The Spring 2020 Commencement Ceremony was postponed due to COVID-19. This ceremony will recognize the 2020 Graduates and will not include the Fall 2020-2021 graduates.

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