

TO: Vice Presidents
Assistant Vice Presidents
Executive Director for Enrollment Management
Deans
Public Relations
Athletics
LUPD
Aladdin Food Services
WFF Facilities Services

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

DATE: August 16, 2021

SUBJECT: 2021-2022 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.

2021-2022 HOLIDAY SCHEDULE

LABOR DAY	September 6, 2021
THANKSGIVING BREAK	November 22-26, 2021
WINTER BREAK	December 20, 2021-January 2, 2022 (Business will close December 17, 2021 at 5:00 p.m.) (Business will resume January 3, 2022 at 8:00 a.m.)
DR. MARTIN LUTHER KING, JR.	January 17, 2022
SPRING BREAK	March 14-18, 2022*
MEMORIAL DAY	May 30, 2022
JUNETEENTH OBSERVED	June 20, 2022 (8 hours of administrative leave will be given. Employees will need to make up 2 hours.)
INDEPENDENCE DAY OBSERVED	July 4, 2022 (8 hours of administrative leave will be given. Employees will need to make up 2 hours.)
SUMMER HOURS OBSERVED	May 23 – July 15, 2022

CEREMONIAL OCCASIONS PROGRAM DATES

FORMAL OPENING CONVOCATION & STATE OF THE UNIVERSITY ADDRESS	September 9, 2021
HOMECOMING	October 10-16, 2021
FALL CONCERT	November 16, 2021
IRA & RUBY HALL LECTURE SERIES	March 8, 2022
FOUNDERS DAY	March 10, 2022
INTERNATIONAL DAY	April 5, 2022
ANNUAL HONORS DAY	April 7, 2022
MUSIC DEPARTMENT SPRING CONCERT	April 26, 2022
COMMENCEMENT	May 14, 2022
SERVICE RECOGNITION LUNCHEON	May 16, 2022
URBAN CAMPUSES	
LU-Tulsa Honors Ceremony	April 7, 2022
LU-OKC Graduate Recognition & Celebration	May 10, 2022
LU-Tulsa Graduation Program	May 12, 2022

*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 14-18, 2020.

FIND THE LION IN YOU