



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

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

**DATE:** August 26, 2022

**SUBJECT: 2022-2023 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.

**2022-2023 HOLIDAY SCHEDULE**

LABOR DAY	September 5, 2022
FALL BREAK	October 24, 2022 (8 hours of administrative leave will be given.)
THANKSGIVING BREAK	November 21-25, 2022
WINTER BREAK	December 17, 2022-January 2, 2023 (Business will close December 16, 2022 at 5:00 p.m.) (Business will resume January 3, 2023 at 8:00 a.m.)
DR. MARTIN LUTHER KING, JR.	January 16, 2023
SPRING BREAK	March 13-17, 2023*
MEMORIAL DAY	May 29, 2023
JUNETEENTH OBSERVED	June 19, 2023 (8 hours of administrative leave will be given. Employees will need to make up 2 hours.)
INDEPENDENCE DAY OBSERVED	July 4, 2023 (8 hours of administrative leave will be given. Employees will need to make up 2 hours.)
SUMMER HOURS OBSERVED	May 22 – July 14, 2023

**CEREMONIAL OCCASIONS PROGRAM DATES**

FORMAL OPENING CONVOCATION	August 18, 2022
HOMECOMING	October 16-22, 2022
FALL CONCERT	November 10, 2022
IRA & RUBY HALL LECTURE SERIES	March 7, 2023
FOUNDERS' DAY	March 9, 2023
ANNUAL HONORS DAY	April 6, 2023
INTERNATIONAL DAY	April 11, 2023
SERVICE RECOGNITION PROGRAM	April 17, 2023
MUSIC DEPARTMENT SPRING CONCERT	April 18, 2023
COMMENCEMENT	May 6, 2023
<b>URBAN CAMPUSES</b>	
LU-Tulsa Annual Honors Program (evening)	April 6, 2023
LU-OKC Graduate Recognition & Celebration	May 2, 2023
LU-Tulsa Graduate Recognition & Celebration	May 4, 2023

\*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 13-17, 2023.

**FIND THE LION IN YOU**