



MEMORANDUM

TO: Rensselaer Faculty and Staff

FROM: Curtis N. Powell, SPHR 
Vice President for Human Resources

DATE: February 22, 2017

RE: Holiday Schedule & Holiday Winter Break Paid Time Off Days - Fiscal Year 2018

Rensselaer offers ten (10) employee holidays per fiscal year (7/1/2017 – 6/30/2018). The Holiday Schedule and Holiday Winter Break Paid Time Off (PTO) Days are as follows:

<u>HOLIDAY/WINTER BREAK</u>	<u>OBSERVATION DATE</u>	<u>DAY OF WEEK</u>
Independence Day	July 4, 2017	Tuesday
Labor Day	September 4, 2017	Monday
Thanksgiving Day	November 23, 2017	Thursday
Day after Thanksgiving Day	November 24, 2017	Friday
Christmas Holiday	December 25, 2017	Monday
Day after Christmas Holiday	December 26, 2017	Tuesday
Holiday Winter Break PTO Day	December 27, 2017	Wednesday
Holiday Winter Break PTO Day	December 28, 2017	Thursday
Holiday Winter Break PTO Day	December 29, 2017	Friday
New Year's Holiday	January 1, 2018	Monday
Martin Luther King, Jr.	January 15, 2018	Monday
President's Day	February 19, 2018	Monday
Memorial Day	May 28, 2018	Monday

The Institute will be closed during the Holiday Winter Break from Saturday, December 23, 2017 through Monday, January 1, 2018. Staff will use 3 accrued PTO days during this 10 day campus closing.