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***Changing Lives,
Creating Futures***

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Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: LCTCS Staff
FROM: Suzette D. Meiske
Director of Human Resources
DATE: May 25, 2016
RE: LCTC System Office Holiday Schedule for 2017

According to the LCTCS policy on "Holidays for All Employees", the LCTC System Office Holiday Schedule for 2017 is published to all employees as follows:

- | | |
|-----------------------------------|-----------------------------|
| 1. January 2, 2017 (Monday) | New Year Holiday |
| 2. January 16, 2017 (Monday) | Martin Luther King Day |
| 3. February 28, 2017 (Tuesday) | Mardi Gras |
| 4. April 14, 2017 (Friday) | Good Friday |
| 5. July 3, 2017 (Monday) | Day before Independence Day |
| 6. July 4, 2017 (Tuesday) | Independence Day |
| 7. September 4, 2017 (Monday) | Labor Day |
| 8. November 23, 2017 (Thursday) | Thanksgiving Day |
| 9. November 24, 2017 (Friday) | Day after Thanksgiving |
| 10. December 25, 2017 (Monday) | Christmas/Winter Holiday |
| 11. December 26, 2017 (Tuesday) | Christmas/Winter Holiday |
| 12. December 27, 2017 (Wednesday) | Christmas/Winter Holiday |
| 13. December 28, 2017 (Thursday) | Christmas/Winter Holiday |
| 14. December 29, 2017 (Friday) | Christmas/Winter Holiday |

This schedule identifies the maximum 14 legal holidays to be observed by the employees of the LCTC System Office. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by the LCTCS.

The approved system policy is on the LCTCS website at www.lctcs.edu under Policies/ Human Resources, Policy #6.028, "Holidays for All Employees".