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# M E M O R A N D U M

TO: All Southern Employees

FROM: Pamela L. Alderman, Ed.D., MSN, RN *Dr. Pamela L. Alderman*  
President

DATE: January 3, 2023

SUBJECT: Observance of Additional Holidays for Christmas Eve, December 24, 2022  
and Half Day for New Year's Eve, December 30, 2022

On Friday, December 16, 2022, Governor Jim Justice issued a proclamation declaring Friday, December 24 and Friday, December 30, 2022, as half-day holidays for public employees. Then on Thursday, December 22, 2022, he issued an updated proclamation declaring Friday, December 24, 2022, as a full-day holiday for public employees.

Since Southern had previously decided that additional holidays given during the Christmas Break would be taken during Spring Break 2023, Southern will observe the half-day for New Year's Eve on Wednesday, April 5, 2023 (the last half of the day) and one full day for Christmas Eve on Thursday, April 6, 2023. The revised Holiday Calendar for FY 2022-2023 is attached.

I thank each of you for your hard work and dedication to this institution.

Attachment: Holiday Schedule 2022-2023 Revised January 3, 2023

cc: Dr. Sarah Armstrong Tucker, Chancellor  
Ms. Patricia Humphries, Vice Chancellor for Human Resources  
Chair, Southern Board of Governors



**Southern West Virginia Community and Technical College**  
**Holiday Schedule - Fiscal Year 2022-2023**  
**July 1, 2022 - June 30, 2023**

**Revised January 3, 2023**

*Dr. Pamela L. Alderman*

Monday, July 4, 2022	* Independence Day
Monday, September 5, 2022	* Labor Day
Thursday, November 24, 2022	* Thanksgiving Day
Tuesday, December 20, 2022	Alternate (In lieu of Veteran's Day)
Wednesday, December 21, 2022	Alternate (In lieu of WV Day)
Thursday, December 22, 2022	Alternate (In lieu of Lincoln's Day)
Monday, December 26, 2022	* Christmas Day
Tuesday, December 27, 2022	Alternate (In lieu of President's Day)
Wednesday, December 28, 2022	Alternate (In lieu of Columbus Day)
Thursday, December 29, 2022	Alternate (In lieu of General Election Day)
Monday, January 2, 2023	* New Year's Day
Monday, January 16, 2023	* Martin Luther King, Jr. Day
Wednesday, April 5, 2023 (Last half of day)	Alternate (In lieu of half day New Year's Eve by Governor's Proclamation of 12/16/2022)
Thursday, April 6, 2023	Alternate (In lieu of full day Christmas Eve by Governor's Proclamation of 12/22/2022)
Monday, May 29, 2023	Alternate (Memorial Day)

\*As designated by West Virginia Code §2-2-1; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, 2.1 and 3.1; and Southern College Policy, *SCP-2360, Holidays*, Section 6.

For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2022 Columbus Day, Veteran's Day, General Election Day, and Year 2023 President's Day, Lincoln's Day, Memorial Day, and West Virginia Day.

Revision Note: On Friday, December 16, 2022, Governor Jim Justice issued a proclamation declaring Friday, December 24 and Friday, December 30, 2022, as half-day holidays for public employees. Then on Thursday, December 22, 2022, he issued an updated proclamation declaring Friday, December 24, 2022, as a full-day holiday for public employees. Since Southern had previously decided that additional holidays given during the Christmas Break would be taken during Spring Break 2023, Southern will observe the half-day for New Year's Eve on Wednesday, April 5, 2023 (the last half of the day) and one full day for Christmas Eve on Thursday, April 6, 2023.