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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 2, 2024

SUBJECT: Observance of Additional Holidays for Christmas and New Years

On December 20 and 21, 2023, Governor Jim Justice issued a proclamation declaring December 22, 2023, and December 29, 2023, as holidays for public employees extending the Christmas and New Year's holidays.

Southern will observe these holidays on Wednesday and Thursday, March 27-28, 2024. The revised Holiday Calendar for FY 2023-2024 is attached.

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

Attachment: Holiday Schedule 2023-2024 Revised January 2, 2024

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 2023-2024

July 1, 2023 - June 30, 2024

REVISED January 2, 2024

Dr. Pamela L. Alderman

01/02/2024

Monday, July 3, 2023	**Additional Holiday (declared by Governor)
Tuesday, July 4, 2023	* Independence Day
Monday, September 4, 2023	* Labor Day Thursday,
November 23, 2023	* Thanksgiving Day
Monday, December 18, 2023	***Additional Holiday (1/2 day) (declared by Governor - in lieu of ½ day Thanksgiving)
Tuesday, December 19, 2023	Alternate (in lieu of Columbus Day)
Wednesday, December 20, 2023	Alternate (in lieu of Veteran's Day)
Thursday, December 21, 2023	Alternate (in lieu of Lincoln's Day)
Monday, December 25, 2023	* Christmas Day
Tuesday, December 26, 2023	Alternate (in lieu of President's Day)
Wednesday, December 27, 2023	Alternate (in lieu of Primary Election Day)
Thursday, December 28, 2023	Alternate (in lieu of West Virginia Day)
Monday, January 1, 2024	* New Year's Day
Monday, January 15, 2024	* Martin Luther King, Jr. Day
Wednesday, March 27, 2024	*****Additional Holiday (declared by Governor – in lieu of December 22, 2023)
Thursday, March 28, 2024	*****Additional Holiday (declared by Governor – in lieu of December 29, 2023)
Monday, May 27, 2024	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 2023 Columbus Day, Veteran's Day, and Lincoln's Day, and Year 2024 President's Day, Primary Election Day, Memorial Day, and West Virginia Day. If the Governor declares additional holidays during the Thanksgiving and/or Christmas holidays, Southern will observe these days during Christmas Break 2023 or Spring Break 2024. If the Governor declares a Juneteenth holiday in 2024, Southern will observe this day on Thursday, June 27, 2024.

**On June 28, 2023, Governor Jim Justice declared Monday, July 3, 2023, as an official holiday for all state and public employees, extending the July 4th holiday weekend.

***On November 21, 2023, Governor Jim Justice declared Wednesday, November 22, 2023, as an official ½ day holiday for all state and public employees, extending the Thanksgiving holiday. Southern will observe this ½ day on Monday, December 18, 2023.

**** On December 20, 2023, and December 21, 2023, Governor Jim Justice declared Friday, December 22, 2023, and Friday, December 29, 2023, respectively, as official holidays for all state and public employees, extending the Christmas and New Year's holidays. Southern will observe these holidays during Spring Break on Wednesday and Thursday, March 27-28, 2024.