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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, President

DATE: March 13, 2024 *Dr. Pamela L. Alderman*

SUBJECT: Approved Holiday Calendar for FY 2024-2025

I have reviewed and approved the Southern West Virginia Community and Technical College Holiday Schedule for the fiscal year 2024-2025 as recommended by the Classified Staff Council in conjunction with Human Resources. The schedule meets the provisions of Title 135, Procedural Rule, Series 14, *Holidays*, of the West Virginia Council for Community and Technical College Education, Southern's academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia State Code.

If the Governor should grant state employees additional days off for Thanksgiving and/or Christmas holidays, Southern will observe these days during Spring Break 2025 (April 14-18, 2025). If the Governor declares a Juneteenth holiday in 2025, Southern will observe that day on Thursday, June 26, 2025.

Attachment: *Holiday Schedule 2024-2025 (Approved March 13, 2024)*

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



Southern West Virginia Community and Technical College
Holiday Schedule - Fiscal Year 2024-2025
July 1, 2024 - June 30, 2025

Dr. Pamela L. Alderman

Thursday, July 4, 2024	* Independence Day
Monday, September 2, 2024	* Labor Day
Wednesday, November 27, 2024	Alternate (in lieu of Columbus Day)
Thursday, November 28, 2024	* Thanksgiving Day
Monday, December 23, 2024	Alternate (in lieu of General Election Day)
Tuesday, December 24, 2024	½ day Christmas Eve (½ day in lieu of Veteran's Day)
Wednesday, December 25, 2024	* Christmas Day
Thursday, December 26, 2024	Alternate (in lieu of Lincoln's Day)
Monday, December 30, 2024	Alternate (in lieu of President's Day)
Tuesday, December 31, 2024	½ day New Year's Eve (½ day in lieu of Veteran's Day)
Wednesday, January 1, 2025	* New Year's Day
Thursday, January 2, 2025	Alternate (in lieu of West Virginia Day)
Monday, January 20, 2025	* Martin Luther King, Jr. Day
Monday, May 26, 2025	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. To take into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2024 Columbus Day, Veteran's Day, General Election Day, and Lincoln's Day, and Year 2025 President's 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 Spring Break (week of April 14-18, 2025). If the Governor declares a Juneteenth holiday in 2025, Southern will observe this day on Thursday, June 26, 2025.

Created 1/03/24: Approved by Classified Staff Council 1/16/24: Approved by President 3/13/24