****

# Human Resources Office

One Campus Road, Staten Island, NY 10301

Tel. No. 718-390-3187 Fax. No. 718-420-4146

TO: Wagner College Administration and Staff

FROM: Tania M. Rossini, Director of Human Resources

DATE: April 25, 2013

RE: “**2013 - 2014” Holiday Schedule**

Most non-union employees will observe the following dates as holidays:

**Labor Day Monday September 2, 2013**

**Columbus Day Monday October 14, 2013**

**Thanksgiving Thursday November 28, 2013**

**Friday November 29, 2013**

**Christmas** **Eve**  *Tuesday December 24, 2013***★**

**Christmas Day**  **Wednesday December 25, 2013** *Thursday December 26, 2013*★

*Friday December 27, 2013*★

*Monday, December 30, 2013*★

**New Year’s Day** *Tuesday December 31, 2013*★

**New Year's Day**  **Wednesday January 1, 2014**

**Martin Luther King Monday January 20, 2014**

**President's Day Monday February 17, 2014**

**Good Friday Friday April 18, 2014**

**Memorial Day Monday May 26, 2014**

**Independence Day Friday** **July 4, 2014**

★ ***Discretionary Days****: Days scheduled at the discretion of department heads in accordance with need. Some departments may require skeleton staffing each day. Each department head should coordinate with staff and the vice president to whom they report. These discretionary days are not to be considered holidays and apply only to non-union employees*. ***Note:*** *Holidays for union employees are determined by contract, and the dates above do not necessarily apply to these employees.*