TO:       All Employees
FROM:   Office of the President
DATE:       June 13, 2012
RE:    2012-13 INSTITUTIONAL HOLIDAY CALENDAR

The following days will be observed by West Liberty for the 2012-13 Fiscal Year:

Independence Day       Wednesday, July 4, 2012

Labor Day       Monday, September 3, 2012

General Election Day       Tuesday, November 6, 2012

Thanksgiving Holiday       *Wednesday, November 21, 2012
Thanksgiving Day, Thursday, November 22, 2012
Friday, November 23, 2012 is anticipated to be a Governor of West Virginia declared holiday

Christmas Holiday       *Monday, December 24, 2012
Tuesday, December 25, 2012
*Wednesday, December 26, 2012
*Thursday, December 27, 2012
*Friday, December 28, 2012
*Monday, December 31, 2012

New Year's Holiday       Tuesday, January 1, 2013

Martin Luther King Jr. Day       Monday, January 21, 2013

Memorial Day       Monday, May 27, 2013

*President of West Liberty University designated holiday.

Should the Governor declare any day(s) that would modify the above listed calendar; an announcement would be made regarding such modification(s) at the earliest opportunity. Please refer questions to the Human Resources Department at Ext. 8139.

cc: Human Resources
    HEPC Central Office