



TO: SCL Technical College Faculty & Staff
FROM: Earl W. Meador, J.D.
Director/Appointing Authority
DATE: August 5, 2015
SUBJECT: SCL Technical College Holiday Schedule for 2016

According to the LCTCS Policy #6.028 – Holidays for All Employees, the SCL Technical College Holiday Schedule for 2016 is published to all employees as follows:

- | | |
|-----------------------------------|--------------------------|
| 1. January 1, 2016 (Friday) | New Year Holiday |
| 2. January 18, 2016 (Monday) | Martin Luther King Day |
| 3. February 9, 2016 (Tuesday) | Mardi Gras |
| 4. March 25, 2016 (Friday) | Good Friday |
| 5. July 4, 2016 (Monday) | Independence Day |
| 6. September 5, 2016 (Monday) | Labor Day |
| 7. November 24, 2016 (Thursday) | Thanksgiving Day |
| 8. November 25, 2016 (Friday) | Day After Thanksgiving |
| 9. December 23, 2016 (Friday) | Christmas/Winter Holiday |
| 10. December 26, 2016 (Monday) | Christmas/Winter Holiday |
| 11. December 27, 2016 (Tuesday) | Christmas/Winter Holiday |
| 12. December 28, 2016 (Wednesday) | Christmas/Winter Holiday |
| 13. December 29, 2016 (Thursday) | Christmas/Winter Holiday |
| 14. December 30, 2016 (Friday) | Christmas/Winter Holiday |

In addition to the above fourteen (14) legal holidays, December 19, 2016, to December 22, 2016, will be closure days. Employees will be required to utilize leave during this time period.

This schedule identifies the maximum fourteen (14) legal holidays to be observed by the employees of SCL Technical College. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by SCL Technical College.

You may locate the approved system policy on the LCTCS website at www.lctcs.edu under Human Resources Policies – HR Policy #6.028 – Holidays for All Employees.

Approved: Earl W. Meador, J.D., Director/Appointing Authority

Young Memorial Campus – Morgan City
River Parishes Campus – Reserve
Lafourche Campus – Thibodaux

