



**DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
UNIVERSITY OF KANSAS
LAWRENCE, KANSAS 66045-7605**

NROTCUKUNOTE 5330
20 Dec 16

NROTC UNIT UNIVERSITY OF KANSAS NOTICE 5330

Subj: HOLIDAY OBSERVANCE/SCHOOL BREAK SCHEDULE FOR CY 2017

1. The Kansas Naval ROTC Unit will observe the following Federal holidays and University breaks for CY 2017:

2017:

17 Dec 16 – 16 Jan 17	Winter Break**
2 Jan	New Year's Day Observed
16 Jan	Martin Luther King Jr. Day
20 Feb	President's Day*
20-24 Mar	Spring Break**
29 May	Memorial Day
04 Jul	Independence Day
04 Sep	Labor Day
07-10 Oct	Fall Break**
09 Oct	Columbus Day*
10 Nov	Veterans Day Observed*
22 Nov-26 Nov	Thanksgiving Break**
23-24 Nov	Thanksgiving
18 Dec 17 – 15 Jan 18	Winter Break**
25 Dec	Christmas Day
01 Jan	New Year's Day

*** Federal Holiday Not Observed by the University:**

Federal staff personnel will observe all Federal Holiday schedules, unless the holiday is not observed by the University. Classes are still conducted on some holidays not observed by the University. If NROTC classes are not conducted on these days, NROTC staff will observe the holiday on the designated day. If NROTC classes are conducted, the CO will determine an alternate day for military personnel to observe the holiday. If our University employee desires the day off which is not designated a University/State holiday, the day shall be taken as leave. If the holiday falls on a weekend, the Friday before and Monday after will be observed liberty days.

**** Academic Break Periods:**

In general, the following will apply unless superceded with specific working hours notice or CO direction:

-Permanent Military Personnel (includes MECEPs and STA-21 personnel), Temporary Assigned Military Personnel, Command Duty Officer (if applicable): As directed by the Executive Officer

-Standard Working Hours for Military / Federal & State Employees

Note: Administrative Office reporting and departure times may be changed with Office Manager's prior approval.

2. This memorandum provides a general guidance for personal long-range planning purposes and may be amended by specific Kansas NROTC Notices.

D. J. MERON

Distribution:
NROTC Staff
Active duty members