



## 2025 Calendar

### Louisburg College Staff & Administrators

All Staff and Administrators: Please use this calendar as a resource to help you when planning and scheduling time off. The Academic Calendar is designed for students and faculty use and does not determine administrative and business needs.

**\*\*Note:** The President of Louisburg College reserves the right to give additional hours/days off during the calendar year.

January 01	New Year's Day Observance; Administrative Offices Closed
January 02	Administrative Offices Open
January 20	Martin Luther King Jr. Day; Administrative Offices Closed
April 18	Good Friday - Holiday; Administrative Offices Closed
May 26	Memorial Day; Administrative Offices Closed
June 19	Juneteenth - Holiday; Administrative Offices Closed
July 04	Independence Day; Administrative Offices Closed
September 01	Labor Day; Administrative Offices Closed
November 11	Veteran's Day
November 27 & 28	Thanksgiving - Holiday; Administrative Offices Closed
December TBD	Last day Administrative Offices are open before Winter Break
December TBD	Winter Break 2025; Administrative Offices Closed
December 25	Christmas Day; Administrative Offices Closed

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**Additional Day Off Birthday - 1 Day Off:** Policy: All full-time, 12-month and part-time, 12-month employees are eligible to receive a day off within their birthday month with pay. Employees must submit their birthday off request in writing using ADP-Workforce Now to request time off. The day off must be agreed upon with the supervisor and be a date that is also convenient for departmental operations. The birthday off cannot be banked or rolled over and must be taken during the employee's birthday month.

**Note:** Institutional needs may require some employees to report to work during the Winter Break or other scheduled holidays, and both employees and managers should plan accordingly.