



OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

MEMORANDUM

TO: Regular Status and Post Doctoral Employees of the Research Foundation

FROM: Hope Fowler, Director Human Resources

SUBJECT: **2023** Holiday Schedule Revised

DATE: 2023

The Research Foundation follows the same holiday schedule as the University. The 2023 Holiday Schedule is as follows:

2023 Holiday Schedule

Monday, January 2, 2023	New Year's Day (observed)
Monday, January 16	Martin Luther King, Jr. Day
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth (Observed)
Monday, July 3	Recognition Leave* (8 hours)
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Tuesday, November 7	Election Day
Wednesday, November 22	Day before Thanksgiving (4 hours – close at noon)
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day after Thanksgiving
Friday, December 22	Additional time off (4 hours – close at noon)
Monday, December 25	Christmas Day
Tuesday, December 26 thru Thursday, December 28	End of Year Break
Friday, December 29	Recognition Leave* (8 hours)

2024 Holiday

Monday, January 1	New Year's Day 2024
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*Some employees may need to work during the holidays; the appropriate holiday pay and leave policies will apply. Consult the ODU Research Foundation Employee Handbook, <https://researchfoundation.odu.edu/wp-content/uploads/Secured/handbook.pdf> or contact Human Resources for guidance.