



Date: 3/13/2024
To: All UW Employees
From: Office of the President
Re: Administrative Holidays, Summer Hours, and Winter Closure for 2024-2025

For planning purposes, the Office of the President has created the administrative holidays and summer hours schedule for 2024 and 2025—see schedules below. Summer hours are 7:30 a.m. to 4:30 p.m. and begin the first Monday following commencement in May. Please note Winter Closure is subject to change. Employees are not expected to work during those days; however, some essential employees may be designated to work. See the Employee Handbook for more information.

Admin Holidays/Summer Hours/ Winter Closure	2024
New Year’s Holiday	Monday, January 1, 2024 & Tuesday January 2, 2024
Martin Luther King/Wyoming Equality Day	Monday, January 15, 2024
Begin Summer Hours	Monday, May 13, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
End Summer Hours	Friday, August 23, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Holiday	Thursday, November 28 & Friday, November 29, 2024
Christmas Holiday	Tuesday, December 24 & Wednesday, December 25, 2024
Winter Closure	Thursday, December 26 - Friday, December 27, 2024 & Monday, December 30, 2024
New Year’s Holiday	Tuesday, December 31, 2024
	2025
New Year’s Holiday	Wednesday, January 1, 2025
Martin Luther King/Wyoming Equality Day	Monday, January 20, 2025
Begin Summer Hours	Monday, May 19, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
End Summer Hours	Friday, August 22, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Holiday	Thursday, November 27 & Friday, November 28, 2025
Christmas Holiday	Wednesday, December 24 & Thursday, December 25, 2025
Winter Closure	Friday, December 26; Monday, December 29 – Tuesday December 30, 2025
New Year’s Holiday	Wednesday, December 31, 2025