



Holiday Calendar for Fiscal Year 2022-2023

July 1, 2022 - June 30, 2023

General business hours for the campuses, as defined on our website, are Monday through Friday, 8 a.m. to 5 p.m., and are established to best serve the needs of our students.

Per Procedure 6.6.1P: **Leaves of Absence – Paid Leave Procedure**, following are the 2022-2023 fiscal year paid holidays for Regular Employees as approved by the President of the College:

<u>DATE</u>	<u>HOLIDAY</u>
July 4, 2022	Independence Day
September 5, 2022	Labor Day
October 14, 2022	Fall Break
November 23, 24 and 25, 2022	Thanksgiving Break
December 23, 2022 through January 2, 2023	Winter Break
January 16, 2023	Equality Day
February 20, 2023	President's Day
March 17, 2023	Spring Break
May 29, 2023	Memorial Day

In addition:

LCCC Albany County Campus will be closed on Friday, July 8, 2022, for Laramie Jubilee Days.

LCCC Cheyenne Campus will be closed on Wednesday, July 27, 2022, for Cheyenne Day.

Generally, summer operating hours at LCCC will be 7:30 am to 4:00 pm, from May 16, 2022, through August 12, 2022. Operational hours for functional departments may differ to ensure service coverage as needed. Employees must work directly with their immediate supervisor to request an alternate work schedule if feasible for the department. The alternate work schedule must be documented with the Work Schedule Modification Request Form (available in the HR Virtual Office).

In general, LCCC building hours are 6:00 am to 10:00 pm.