

Additional Information About Working on Labor Day

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Dear Saint Louis University faculty and staff,

As a follow-up to the all-campus message sent today, we want to provide more information about working on Labor Day.

For the health and safety of our University community, we **will** conduct classes on Labor Day. This provides faculty and students with more classroom time, and limits the opportunity for members of our campus community to travel.

We expect that many of our departments and divisions across campus will close on Labor Day as their services are not critical to the delivery of classes or student services. Employees can expect additional guidance from their supervisors about what this means for their department or division.

For those in student-support roles, supervisors should communicate to these individuals as soon as possible the expectation that they will need to work on that day so they can plan accordingly.

Any full-time staff member who is required to work on Labor Day will be allowed to bank the holiday for use at a later date, as outlined in the [University Holiday Policy](#). Employees should refer to the [Time & Leave FAQs](#) for assistance on submitting the banked holiday in Workday. If you have questions about how banked holidays will work, please reach out to your [HR consultant](#).

Thank you for your continued understanding and flexibility as we prepare for the fall. Know that the health and safety of our entire University community continue to be our first priority.

Thank you and God bless,

Michael Lewis, Ph.D.
Interim Provost

Mickey Luna
Vice President for Human Resources