

To: Montgomery College Employees

From: Sophia Mason, Director of HRSTM Business Services
Office of Human Resources and Strategic Talent Management (HRSTM)

Subject: **Time Guidance for Additional Holiday Closure on July 3, 2023**

Date: May 3, 2023

As shared in the [May 1, 2023 memo from President Williams](#), the College will be closed on Monday, July 3, 2023. Therefore, this year all benefits-eligible employees will be given a paid holiday on July 3, in addition to the previously scheduled July 4 holiday.

Due to the closure, regular full-time and part-time staff and administrators with Annual Time Off already requested and/or approved for the day of July 3 must cancel their time off requests. **If you have already requested time off for July 3, please refer to the [Request Absence \(Time Off or Leave\) Job Aid](#) to Cancel a Time Off Request.** No action is required for any regular full-time and part-time staff and administrators that did not request time off, full-time faculty, part-time faculty, casual temps, or students.

Essential personnel who are required to work on Monday, July 3 should enter regular hours and essential pay, as usual. Please refer to [Essential Pay Guidance](#), if needed.

Please contact the [Payroll Services Team](#) with any questions or for assistance.