



Office of the President

May 24, 2023

Daemen University
Faculty and Staff

Dear Colleagues,

I hope you are well and having a restful and productive start to your summer.

In recognition of Independence Day on Tuesday, July 4, 2023, the Cabinet has approved the extension of this holiday observance to include Monday, July 3. Administrative offices will be closed and classes will not be held.

That is, the College will be closed beginning on Saturday, July 1 and will reopen on Wednesday, July 5, 2023.

Please note that for supervisors of hourly staff, it will be critical for you to ensure that timecards are approved no later than Monday, July 3, at noon. Due to the way the holiday interacts with our vendor ADP and the deadlines required by them for the Employee Engagement Office, you must ensure those timecards are approved no later than Monday, July 3rd at noon.

We hope you have an enjoyable holiday weekend with friends and family.

Cordially,

A handwritten signature in blue ink, which appears to read "Gary A. Olson".

Gary A. Olson
President