

School of Social Work

Memorandum

TO: Spring 2017-Fall 2017 Field Students, Field Instructors & Field Liaisons

FROM: Lilly Pérez Freerks, LMSW, Manager of Field Education

DATE: January 3, 2017

RE: ASU Recognized Field Holidays

Below is an outline of the **ASU Holiday Schedule for Spring 2017 - Fall 2017**, as well as our policy regarding recognized holidays for Field Education. The dates listed below are the only holidays that field students are allowed to take as credit, as long as the assigned agency also recognizes the same holidays. **Spring Break does not count as an ASU recognized holiday.** If students wish to be on break from Field Education during this break, prior approval from the Field Instructor is required. Students must make up the time away from Field Education before the end of each semester.

As defined in our **Field Education Policies - Policy Number SWK 710-05:**

PURPOSE: To define policy for holidays

SOURCES: Field Education Policies

APPLICABILITY: All students in field education

POLICY: Holidays

Students are allowed those holidays observed and allowed by both the agency and the School (Arizona State University). Students may observe other religious holidays, but these are treated as absences to be made up. Some agencies may specify hours beyond those required by School policy as a contingency of placement; such requirements must be mutually understood and accepted prior to placement.

Holiday Schedule Spring 2017 - Fall 2017

Martin Luther King Jr.	Monday, January 16, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Monday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veteran's Day	Friday, November 10, 2017
Thanksgiving	Thursday-Friday, November 23-24, 2017
Holiday Break	Monday-Tuesday, December 25-26, 2017
New Year's Day	January 1, 2018