

Butler University's Open Enrollment Process (effective 06/ 2022)

🐾 Open Enrollment for each year will be the last week of October and the first week of November

🐾 2022 open enrollment dates: Monday, October 24, 2022 through Friday November 4, 2022 (10/24/2022 – 11/4/2022)

🐾 2023 open enrollment dates: Monday, October 30, 2023 through Friday, November 10, 2023 (10/30/2023 – 11/10/2023)

🐾 Black-out Period for each year will begin the Tuesday after the last orientation for the year and run through December 31st . This means no hiring at this time.

🐾 2022 blackout period dates: Tuesday, November 15, 2022 through Monday, January 2, 2023 (Jan 1 holiday Sun; offices closed Mon)

🐾 2023 blackout period dates: Tuesday, November 14, 2023 through Monday, January 1, 2024 (Jan 1 holiday Mon; offices closed)

🐾 Orientation dates are generally scheduled on biweekly basis

2022 Orientation Schedule

January 3, 10, 24

July 5*, 18

February 14, 28

August 1, 15, 29

March 14, 28

September 12, 26

April 11, 25

October 10, 24

May 9, 23

November 7, 14

June 6, 21*

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Butler University's Observed Holidays & Schedule (effective 06/2022)

Butler currently observes the following holidays:

- Juneteenth (June 19)
- Independence Day (July 4)
- Dr. Martin Luther King Jr. (third Monday of January)
- Thanksgiving break (Wednesday through Friday)

- Winter Break (Christmas Eve through New Year's Day)
- Labor Day (1st Monday of September)
- Memorial Day (last Monday of May)

Holiday Observation Process*:

*Outside of winter break, if a holiday falls on a normally scheduled day off, the holiday will be observed in the following way:

- Holiday falls on a **Saturday**, observed on a *Friday*
- Holiday falls on a **Sunday**, observed on a *Monday*

*Outside of winter break, if a holiday falls during the workweek, it will be observed on that day of the week:

- Holiday falls on a **Monday**, observed on a *Monday*
- Holiday falls on a **Tuesday**, observed on a *Tuesday*
- Holiday falls on a **Wednesday**, observed on a *Wednesday*

- Holiday falls on a **Thursday**, observed on a *Thursday*
- Holiday falls on a **Friday**, observed on a *Friday*

* During Winter break, if New Year's Day falls on a Saturday or Sunday, winter break will extend through the Monday following the New Year's holiday.

Holiday	2022 – 2023	2023 – 2024
Juneteenth	Monday, June 20	Monday, June 19
Independence Day	Monday, July 4	Tuesday, July 4
Labor Day	Monday, September 5	Monday, September 4
Thanksgiving	Wednesday, November 23 – Friday, November 25	Wednesday, November 22 – Friday, November 24
Winter Break (Christmas Eve – New Year's Day)	Friday, December 23 – Monday, January 2	Friday, December 22 – Monday, January 1
Dr. Martin Luther King Jr. Day	Monday, January 16	Monday, January 15
Memorial Day	Monday, May 29	Monday, May 27

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*Guidelines may be adjusted depending on department/division need (eg. events, on-call schedules, emergencies, etc.). Please address questions to your department's leadership team