

HOLIDAY SCHEDULE

Date: April 1, 2009
To: All Department and Area Heads
From: Evelyn Miller-Suber, Director of Human Resources
Subject: 2009-10 Holiday Schedule for Administrative, Secretarial and Clerical Staff

The following is the holiday schedule for the 2009-10 Academic year:

<i>Monday</i>	<i>September 7, 2009</i>	<i>Labor Day (Designated Holiday)</i>
<i>Thursday</i>	<i>November 26, 2009</i>	<i>Thanksgiving Day</i>
<i>Friday</i>	<i>November 27, 2009</i>	<i>Day after Thanksgiving Day</i>
<i>Thursday*</i>	<i>December 24, 2009</i>	<i>Christmas Eve Day Holiday</i>
<i>Friday*</i>	<i>December 25, 2009</i>	<i>Christmas Day Holiday</i>
<i>Monday*</i>	<i>December 28, 2009</i>	<i>Designated Holiday</i>
<i>Tuesday*</i>	<i>December 29, 2009</i>	<i>Designated Holiday</i>
<i>Wednesday*</i>	<i>December 30, 2009</i>	<i>Designated Holiday</i>
<i>Thursday*</i>	<i>December 31, 2009</i>	<i>Designated Holiday</i>
<i>Friday*</i>	<i>January 1, 2010</i>	<i>New Years Day Holiday</i>
<i>Monday</i>	<i>January 18, 2010</i>	<i>Martin Luther King's Birthday</i>
<i>Monday</i>	<i>February 15, 2010</i>	<i>President's Day</i>
<i>Friday</i>	<i>April 2, 2010</i>	<i>Good Friday</i>
<i>Monday</i>	<i>May 31, 2010</i>	<i>Memorial Day</i>
<i>Monday</i>	<i>July 5, 2010</i>	<i>Independence Day Holiday</i>

* The University's extended break will be from Thursday, December 24, 2009 through Friday, January 1, 2010 in lieu of the December/January floating holidays. The normal University work schedules will resume Monday, January 4, 2010.

In addition, full-time staff members may also elect the following:

Two (2) days to be taken as religious holidays or during the spring recess, in accordance with Supervisor's approval and operating requirements of the department, and the applicable Collective Bargaining Agreement. ***These floating holidays may not be taken in half-days or hours.***

NOTE: This schedule does NOT apply to Plant and Public Safety staff. Plant and Public Safety staff members should consult with their supervisors.