




HOLIDAY SCHEDULE

Date: January 17, 2012
To: All Department and Area Heads
From: Evelyn Miller-Suber, Director, Human Resources 
Subject: 2012-2013 Holiday Schedule for Administrative, Secretarial and Clerical Staff

The following is the holiday schedule for the 2012-2013 Academic Year:

Monday	September 3, 2012	Labor Day (Designated Holiday)
Thursday	November 22, 2012	Thanksgiving Day
Friday	November 23, 2012	Day after Thanksgiving Day
Monday*	December 24, 2012	Christmas Eve Holiday
Tuesday*	December 25, 2012	Christmas Day holiday
Wednesday*	December 26, 2012	Designated Holiday
Thursday*	December 27, 2012	Designated Holiday
Friday*	December 28, 2012	Designated Holiday
Monday*	December 31, 2012	Designated Holiday
Tuesday*	January 1, 2013	New Year's Day Holiday
Monday	January 21, 2013	Martin Luther King, Jr. Birthday
Monday	February 18, 2013	President's Day
Friday	March 29, 2013	Good Friday
Monday	May 27, 2013	Memorial Day
Thursday	July 4, 2013	Independence Day

*The University's extended break will be from Monday, December 24, 2012 through Tuesday, January 01, 2013 in lieu of the December/January Floating holidays. The normal University work schedules will resume on Wednesday, January 2, 2013.

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.

****PLEASE POST****