

HOLIDAY SCHEDULE

Academic Year 2011-12

Independence Day	Monday	<u>July 4, 2011</u>	Closed
Labor Day (floating holiday)	Monday	<u>September 5, 2011</u>	OPEN *
Thanksgiving Break	Wednesday	November 23, 2011	Closed
	Thursday	<u>November 24, 2011</u>	Closed
	Friday	November 25, 2011	Closed
Christmas Break	Friday	December 23, 2011	Closed
	Monday	<u>December 26, 2011</u>	Closed
	Tuesday	December 27, 2011	8:30am-12:30pm**
	Wednesday	December 28, 2011	8:30am-12:30pm**
	Thursday	December 29, 2011	8:30am-12:30pm**
New Year's	Friday	December 30, 2011	8:30am-12:30pm**
	Monday	<u>January 2, 2012</u>	Closed
Spring Break	Friday	March 16, 2012	Closed
Memorial Day	Monday	<u>May 28, 2012</u>	Closed

Federal Holidays underlined

* LABOR DAY (floating holiday) - Classes will be held and administrative offices will be open on Labor Day. Staffing needed for office support will be determined by the department director or VP responsible for your area. Labor Day is a floating holiday for the University so all employees who work Labor Day will be permitted to take time off equal to hours worked on the holiday at a later date. This time off must be approved by your supervisor and must be taken and/or scheduled by the end of October.

** CHRISTMAS BREAK - To provide the needed support for the University during the break, all offices will be open for 4 hours on the four days indicated. The required level of staffing for each office will be determined by the department director or VP for the area. The department director and/or VP may set the schedule within the department so that all employees are scheduled to work only three of the four 4-hour days/shifts.

Employees wishing to be off the whole day on any 4-hour day will need to request vacation for the days desired, and do so in advance to assure appropriate staffing levels. Employees who choose to take full days off on 4-hour days will be charged for a full day of vacation time for each day taken. Employees calling in on the morning of a 4-hour day will be charged for a full day of vacation time. If a doctor's excuse is presented, the employee will be charged a full day of sick time for each day taken.

Security will provide 24 hour coverage through holiday periods, as always.

Have Safe and Happy Holidays!!!