



Holiday Schedule and Christmas Break 2009

Including January 1, 2010

Holidays

<u>Floating Holiday</u>	<i>During the week of March 15</i>
<u>Good Friday</u>	<i>Friday, April 10</i>
<u>Memorial Day</u>	<i>Monday, May 25</i>
<u>Independence Day</u>	<i>Friday, July 3</i>
<u>Labor Day</u>	<i>Monday, September 7</i>
<u>Thanksgiving</u>	<i>Thursday and Friday, November 26 & 27</i>
<u>Christmas Day</u>	<i>Friday, December 25</i>
<u>New Year's Day</u>	<i>Friday, January 1, 2010</i>

There may be offices and essential services that will need to remain in operation during a holiday. Please check with your individual supervisor regarding specific hours that may be required.

Work on Holidays

Exempt (salaried) full time and part time employees who are required to work on a holiday within their normal work week will be granted an alternative day off. The dates of alternative time off should be mutually agreed upon with your supervisor.

Non-exempt (hourly) full time and part time employees who work on a holiday within their normal work week will be paid time and one-half for all hours they are required to work on the holiday and receive an alternative day off. The policy does not allow for other special arrangements in lieu of pay. The dates of alternative time off should be mutually agreed upon with the supervisor.

To receive holiday pay, you must be present for work on the last scheduled work day before and the first scheduled day after the holiday. Exceptions include: approved PTO, disability leave, job-related injury, jury duty, military obligation, and death in the immediate family. Unusual instances will be resolved by the Vice President of Human Resources.

Christmas Break

Most College offices will be closed on December 28, 29, 30, 31, 2009 (Saturday and Sunday included if the weekend is part of your normal work week). Those days will be considered additional time off with pay and not "holidays."

However, if you are required to work on any of the days during the period December 28 through December 31, 2009, you will be granted alternative day(s) or hours off at a future date.

Time off for religious holidays not mentioned above may be arranged on an individual basis with your immediate supervisor and should be charged to PTO or VAC time.