



## ***Holiday Schedule and Christmas Break 2011***

*Including New Year's Day 2012 (observed 1/02/2012)*

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	<b><i>Holidays</i></b>
<b><u>Floating Holiday</u></b>	<i>During the week of March 13*</i>
<b><u>Good Friday</u></b>	<i>Friday, April 22</i>
<b><u>Memorial Day</u></b>	<i>Monday, May 30</i>
<b><u>Independence Day</u></b>	<i>Monday, July 4</i>
<b><u>Labor Day</u></b>	<i>Monday, September 5</i>
<b><u>Thanksgiving</u></b>	<i>Thursday and Friday, November 24 &amp; 25</i>
<b><u>Christmas Day</u></b>	<i>Monday, December 26</i>
<b><u>New Year's Day</u></b>	<i>Monday, January 2, 2012</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.

### **\*Floating Holiday**

Although the Floating Holiday has traditionally been targeted for the week our students are on their Spring Recess break, this holiday can be scheduled when mutually convenient between the employee and their supervisor and should be used within a reasonable timeframe of being available.

### **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 27, 28, 29, and 30, 2011 (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 "closed" days during the period December 27 through December 30, 2011, 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.