

2008-09 Holiday Schedule

This communication conveys the official University Holiday Schedule for 2008-2009. For the last several years, the University has been successful in offering additional holidays during the Christmas season to close the University from December 24 thru January 1. This benefit is extremely popular and valued by University employees. In addition, one of the advantages to the University is an extended period of time when building utilities do not need to be maintained at high levels for a very limited numbers of employees. With the normal return to work day of January 2 falling on a Friday in 2009, discussions were held with the President's Administrative Council, the Calendar Committee and the Benefits Committee as well as certain administrative offices such as payroll to assist in formulating a recommendation for this year's holiday schedule.

For 2008-09, the University will consider **December 24 as a work day of four and a half (4.5) hours with the University officially closing at 1:00 pm for the Christmas holiday**. The University will officially re-open on Monday, January 5, 2009. All full-time employees who choose to work on December 24 will work 4.5 hours but will be paid for their normal daily work hours. Supervisors may authorize some flexibility with start and end times based on normal work schedule, i.e., physical plant employees begin work at 7:30 am. All full-time employees who wish to take vacation for December 24 will be charged for 4.5 hours of vacation but will be paid for their normal daily work hours. All vacation requests for hourly staff should be approved for this day, even if the approvals result in an office being closed. Work and holiday pay for part-time employees will be determined with a pro-rated amount based on their normal work schedule. These modifications to the "close early before a major holiday" procedure are only for this situation of working on Christmas Eve and do not impact the other close early day procedures.

The University is pleased to offer this extended holiday period as a special benefit for our employees. If you have any questions, please contact the Office of Human Resources at x-3638.

2008-2009 Holiday Schedule

Independence Day	Friday, July 4, 2008
Labor Day	Monday, September 1, 2008
Thanksgiving Day	Thursday, November 27, 2008
Day After Thanksgiving	Friday, November 28, 2008
Christmas Holiday #1	Thursday, December 25, 2008
Christmas Holiday #2	Friday, December 26, 2008
	Monday, December 29, 2008
	Tuesday, December 30, 2008
	Wednesday, December 31, 2008
New Year's Holiday #1	Thursday, January 1, 2009
New Year's Holiday #2	Friday, January 2, 2009
Martin Luther King, Jr. Day	Monday, January 19, 2009
Good Friday	Friday, April 10, 2009
Easter Monday	Monday, April 13, 2009
Memorial Day	Monday, May 25, 2009

In addition to the above holidays, the University will close at 3:00 p.m. on the following dates:

Wednesday, November 26, 2008
Thursday, April 9, 2009

The University will close at 1:00 p.m. on Wednesday, December 24, 2008

If you are not actively at work on early closing days with the exception of December 24, you must report a full day of leave time.