

Historically, the college has closed during the period between the Christmas and New Year's holiday over the past several years. Staff who have not been required to work, have been given a choice to either use vacation time or elect the time off without pay

When the first closure was announced in 1982, it was due to the energy crisis, which was impacting the country. At that time, every office was closed and services were unavailable including heat.

Over the years, it has become necessary for many offices to remain open due to various business needs. Portions of Development, Community Safety, Business Office, Admissions, CEP along with some other departments remain open or are partially staffed during the holiday closure.

In order to comply with the needs of the college the college has made the decision to remain open, except for the scheduled holidays, starting this coming year.

We request that supervisors provide as much flexibility, as possible, for vacation requests during this transition period.

Attached is the Holiday/Administrative Leave Day Schedule for the 2011-2012 academic year.

REED COLLEGE

HOLIDAY/ADMINISTRATIVE LEAVE DAY SCHEDULE

Below is the holiday/administrative leave day schedule for the college for the 2011-2012 academic year.

<u>Holiday</u> <u>Day</u>	<u>Date of Holiday</u>	<u>Administrative Leave</u>
Labor Day	September 5, 2011	
Thanksgiving	November 24, 2011	November 25, 2011
Christmas Day	Dec. 26 2011	
New Year's Day	Jan. 2, 2012	
Martin Luther King Jr. Day	January 16, 2012	
Memorial Day	May 28, 2012	
Independence Day	July 4, 2012	

Friday Afternoons (Administrative leave time)

June 8, 2012	July 13, 2012
June 15, 2012	July 20, 2012
June 22, 2012	July 27, 2012
June 29, 2012	August 3, 2012
July 6, 2012	August 10, 2012

The college plans on granting Friday afternoons off during the summer. They will start after reunion week on June 8, 2012 and end August 10, 2012, two full weeks before the start of classes.

As a reminder, this Friday afternoon time off is granted by the college as administrative leave time, not official holiday time and cannot be accrued, traded or used at another time. Not everyone will be able to take advantage of this additional time off. Vacation or sick time taken on Fridays during closures is taken as a full day of vacation or sick time.

I hope that knowing this information at the start of the academic year will be helpful to your planning and that you will be able to enjoy these holidays and leave times. If you have any questions regarding this schedule, please feel free to contact the Human Resources Office.

Edwin O. McFarlane
Vice President/Treasurer