

## HOLIDAY / ADMINISTRATIVE LEAVE DAY SCHEDULE ANNOUNCED

Below is the holiday / administrative leave day schedule for the college for the 2010-2011 academic year.

<u>Holiday</u>	<u>Date of Holiday</u>	<u>Administrative Leave Day</u>
Labor Day	September 6, 2010	
Thanksgiving	November 25, 2010	November 26, 2010
Christmas Day	Dec. 24* and Dec. 25*, 2010	
New Year's Day	Dec. 31*, 2010 and Jan. 1*, 2011	
Martin Luther King Jr. Day	January 17, 2011	
Memorial Day	May 30, 2011	
Independence Day	July 4, 2011	

In addition to the above holidays and leave days given for this year, the college will be closed between the Christmas and New Year's holidays. The additional four days will be assessed against accrued vacation time, unless you specifically request in writing that these days be treated as unpaid leave days. While the college will be officially closed during this period, certain departments may require minimum staffing.

### Friday Afternoons (Administrative leave time)

June 17, 2011	July 22, 2011
June 24, 2011	July 29, 2011
July 1, 2011	August 5, 2011
July 8, 2011	August 12, 2011
July 15, 2011	

The college is planning to grant Friday afternoons off during the summer, starting the Friday after reunions June 17, 2011 and ending August 12, 2011, two full weeks before classes begin. As a reminder, this Friday afternoon time off is granted by the college—it is 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

\*For staff scheduled to work Friday and Saturday, the holiday is Saturday. For staff scheduled off on Friday and Saturday, the holiday is Saturday.