



## 2012 Holiday Schedule

<b>New Year's Day</b>	Monday	January 2 (observed)
<b>Martin Luther King Day</b>	Monday	January 16
<b>Easter Week-end</b>	Holy Thursday	April 5
	Good Friday	April 6
	Easter Monday	April 9
	Monday	May 28
<b>Memorial Day</b>	Monday	May 28
<b>Independence Day</b>	Wednesday	July 4
<b>Labor Day</b>	Monday	September 3
<b>Columbus Day</b>	Monday	October 8
<b>Thanksgiving Week-end</b>	Wednesday	November 21 (1 p.m. closing)
	Thursday	November 22
	Friday	November 23
	Monday	December 24
<b>Christmas Week</b>	Tuesday	December 25
	Wednesday	December 26
	Thursday	December 27
	Friday	December 28
	Monday	December 31

Offices interacting with all aspects of Student Services (i.e. Student Life, Student Accounts, Health Services, Campus Operations, Public Safety) may be required to work on a modified schedule or any other dates where there is a conflict. These offices will remain open or have limited service hours to maintain essential University operations.

Exempt Administrative employees **required** to work on a designated holiday may with supervisor's approval, arrange an alternate day off.

Non-Exempt staff employees **required** to work on a designated holiday will receive pay for those hours worked. Payment is calculated at a rate equal to one times those hours worked under 40 hours per week and one and one-half times for each hour worked in excess of 40 hours per week (each holiday is considered to equal 7 hours worked).

❖ *New Year's Day, January 1, 2012 is a Sunday. The University will observe Monday, January 2, 2012 as the holiday.*

❖ *New Year's Day, January 1, 2013 is a Tuesday and will be reflected on the 2013 Holiday Schedule.*