



*\*Supervisors: Please print and post or circulate for those employees who do not have email in your department*

TO: All Departments, Staff and Faculty

FROM: Kathleen A. Hale, Director of Human Resources

DATE: December 16, 2009

SUBJECT: **2010 Holiday Calendar** for the Administrative Offices

Here is a list of the college's observed holidays for the administrative offices and the dates that they fall on in 2010. Coverage for some areas of the college is required on holidays. Please see the employee handbook for the holiday policy.

Holiday	Actual Date of Holiday	Date Holiday Observed
New Year's Day	Friday, January 1, 2010	Friday, January 1, 2010
Martin Luther King, Jr. Day	Monday, January 18, 2010	Monday, January 18, 2010
Presidents' Day	Monday, February 15, 2010	Monday, February 15, 2010
Memorial Day	Monday, May 31, 2010	Monday, May 31, 2010
Independence Day	Sunday, July 4, 2010	Monday, July 5, 2010
Labor Day	Monday, September 6, 2010	Monday, September 6, 2010
Columbus Day	Monday, October 11, 2010	Monday, October 11, 2010
Thanksgiving	Thursday, November 25, 2010	Thursday, November 25, 2010
Day after Thanksgiving		Friday, November 26, 2010
Christmas	Saturday, December 25, 2010	Friday, December 24, 2010