



**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 29, 2008

SUBJECT: **2009 Holiday Calendar** for the Administrative Offices

To aid in your time off planning, here is a list of the college's observed holidays and when they fall on in 2009.

Certain employees are required to work during some of our observed holidays due to departmental needs. This may be particularly so for **Labor Day** when students will be on campus. The decision about which employees are required to work on an observed holiday rests with the department supervisor, following guidelines for working essential employees.

| Holiday | Actual Date of Holiday | Date Holiday Observed |
|-----------------------------|-----------------------------|-----------------------------|
| New Year's Day | Thursday, January 1, 2009 | Thursday, January 1, 2009 |
| Martin Luther King, Jr. Day | Monday, January 19, 2009 | Monday, January 19, 2009 |
| Presidents' Day | Monday, February 16, 2009 | Monday, February 16, 2009 |
| Memorial Day | Monday, May 25, 2009 | Monday, May 25, 2009 |
| Independence Day | Saturday, July 4, 2009 | Friday, July 3, 2009 |
| Labor Day | Monday, September 7, 2009 | Monday, September 7, 2009 |
| Columbus Day | Monday, October 12, 2009 | Monday, October 12, 2009 |
| Thanksgiving | Thursday, November 26, 2009 | Thursday, November 26, 2009 |
| Day after Thanksgiving | | Friday, November 27, 2009 |
| Christmas | Friday, December 25, 2009 | Friday, December 25, 2009 |