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TO: All Departments, Staff and Faculty

FROM: Kathleen A. Hale, Director of Human Resources

DATE: November 21, 2011

SUBJECT: **2012 Holiday Calendar** for the Administrative Offices

Here is a list of our observed holidays for the administrative offices and the dates that they fall on in 2012. Some college positions are required to provide coverage on holidays and/or when classes are in session during an observed holiday (such as President's Day) – please check with your supervisor for further clarification if necessary. Please see the employee handbook for the complete holiday policy.

Holiday	Actual Date of Holiday	Date Holiday Observed
New Year's Day	Sunday, January 1, 2012	Monday, January 2, 2012
Martin Luther King, Jr. Day	Monday, January 16, 2012	Monday, January 16, 2012
Presidents' Day	Monday, February 20, 2012	Monday, February 20, 2012
Memorial Day	Monday, May 28, 2012	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012	Monday, October 8, 2012
Thanksgiving	Thursday, November 22, 2012	Thursday, November 22, 2012
Day after Thanksgiving		Friday, November 23, 2012
Christmas	Tuesday, December 25, 2012	Tuesday, December 25, 2012