

June 2, 2009

Memorandum

To: All Academic and Administrative Offices

From: Brad Kelsheimer
Vice President for Finance and Administration

Re: Holiday Schedule - **Revised**
Academic Year 2009-10

This is to inform you that academic and administrative offices of the University will be closed as follows during the 2009-10 school year to observe holidays:

INDEPENDENCE DAY

Friday
July 3, 2009

THANKSGIVING

Thursday and Friday
November 26 and 27, 2009

CHRISTMAS

Wednesday, Thursday and Friday
December 23, 24 and 25, 2009

NEW YEAR'S

Thursday and Friday
December 31, 2009 and January 1, 2010

SPRING BREAK

Friday
March 26, 2010

MEMORIAL DAY

Monday
May 31, 2010

Exception: All personnel whose positions are budgeted for 1535 hours, such as academic secretaries, will observe the Memorial Day holiday on Friday, **May 28, 2010**, which is also their last normal scheduled day of work for 2009-10.

In some instances offices may need to be open during the above periods and supervisors should schedule personnel to accommodate those instances.

June 2, 2009

Memorandum

To: Academic and Administrative Offices

From: Brad Kelsheimer
Vice President for Finance and Administration

Re: Holiday and Summer Office Hours - **Revised**
Summer 2009

All offices will be closed Memorial Day, Monday, May 25, 2009.

Exception: All personnel whose positions are budgeted for 1535 hours, such as academic secretaries, will observe the Memorial Day holiday on Friday, May 22, 2009, which is also their last normal scheduled day of work for 2008-09.

Summer hours of 8:00 a.m. to 4:00 p.m. will begin on Sunday, May 17, 2009. Summer hours apply only to hourly employees who work less than 2080 annual hours and who work less than 8 hours per day. The summer hours schedule does not apply to employees whose positions are classified as one of the following:

- 9 ½ month position budgeted for 1640 annual hours
- 10 month position budgeted for 1720 annual hours
- 10 ½ month position budgeted for 1840 annual hours
- 11 month position budgeted for 1920 annual hours
- 12 month position budgeted for 2080 annual hours
- Exempt position (Administrative/Salaried positions)

Regular hours of 8:00 a.m. to 4:30 p.m. will resume Sunday, **August 16, 2009**. Monday, **August 17, 2009** is the day all academic secretaries report back to work on their 7.5 hours per day schedule.

Offices will also be closed on Friday, July 3, 2009 to observe Independence Day.