May 16, 2012

Memorandum

To: All Academic and Administrative Offices

From: Brad Kelsheimer
Vice President for Finance and Administration

Re: Holiday Schedule
Academic Year 12-13

This is to inform you of the holidays when academic and administrative offices of the University will be closed during the 2012-13 school year.

**Winter Break Change**
The past three years, additional days have been added to the Winter Break. These days off have been well received and have been used to save utility costs. The cabinet has approved incorporating those days into the calendar. Going forward, the winter break will begin on Christmas Eve and carry through January 1. This will be the standard break until further notice.

**INDEPENDENCE DAY**
Wednesday
July 4, 2012

**THANKSGIVING**
Thursday and Friday
November 22 and 23, 2012

**WINTER BREAK**
Monday - Tuesday
December 24, 2012 – January 1, 2013

**SPRING BREAK**
Friday
March 29, 2013

**MEMORIAL DAY**
Monday
May 27, 2013

**Exception:** All personnel whose positions are budgeted for 1535 hours will observe the Memorial Day holiday on Friday, **May 24, 2013**, which is also their last normal scheduled day of work for 2012-13.

Summer hours of 8:00 a.m. to 4:00 p.m. will begin on Sunday, May 19, 2013. Summer hours apply only to hourly employees who work less than 2080 annual hours and who work less than 8 hours per day.

In some instances offices may need to be open during the above periods and supervisors should schedule personnel to accommodate those instances.
May 16, 2012

Memorandum

To: Academic and Administrative Offices

From: Brad Kelsheimer
Vice President for Finance and Administration

Re: Holiday and Summer Office Hours
Summer 2012

All offices will be closed Memorial Day, Monday, May 28, 2012.

Exception: All personnel whose positions are budgeted for 1535 hours will observe the Memorial Day holiday on Friday, May 25, 2012, which is also their last normal scheduled day of work for 2011-12.

Summer hours of 8:00 a.m. to 4:00 p.m. will begin on Sunday, May 20, 2012. 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 12, 2012. Monday, August 13, 2012 is the day all academic secretaries report back to work on their 7.5 hours per day schedule.

Offices will also be closed on Wednesday, July 4, 2012 to observe Independence Day.