

HOLIDAY SCHEDULE 2015/2016

Fourth of July	Monday	July 4, 2015
Labor Day	Monday	September 7, 2015
Thanksgiving	Thursday	November 26, 2015
Day After Thanksgiving	Friday	November 27, 2015
Christmas Eve Day	Thursday	December 24, 2015
Christmas Day	Friday	December 25, 2015
Holiday (In lieu of October '15 float day)	Monday	December 28, 2015
Holiday (In lieu of March '16 float day)	Tuesday	December 29, 2015
GIFTED HOLIDAY	Wednesday	December 30, 2015
New Years Eve Day	Thursday	December 31, 2015
New Years Day	Friday	January 1, 2016
Martin Luther King	Monday	January 18, 2016
Memorial Day	Monday	May 30, 2016
Independence Day	Monday	July 5, 2016

Ordinarily regular full- and half-time staff and 12 month faculty earn one floating holiday if they are employed on October 1, 2015, and another floating holiday if they are employed on March 1, 2016, however in order to offer an extended Holiday week the floating holidays have been assigned by the University. The personal day is given in recognition that each individual has unique needs for time off to celebrate days that may be important to them.

Notwithstanding the holiday schedule, the nature of a University is that some employees are expected to be at work as may be necessary to care for students, programs, or facilities for which they may have responsibility. Non-exempt employees required to work on a holiday will be receive payment for the holiday hours as well as time and one-half for hours work on that day. There are a few exceptions to this. One such exception is that non-exempt employees required to work on Thursday December 24th and Friday December 25th, will be permitted alternative time off for hours worked on those days instead of receiving automatic overtime pay for hours worked those days.

Refer to the Personnel Handbook for the many specifics regarding the University's leave time policies. Please coordinate with your supervisor for the usage of leave time such as vacation, floating holiday, and personal time

Each supervisor has responsibility for assuring staffing levels are appropriate to meet the area's service obligations. Supervisors should consult with senior managers about what level of staffing is necessary in their areas before approving requests for time off.