

# Human Resources

## 2013 - 2014 HOLIDAY SCHEDULES

The following holidays will be observed by employees who are not part of Correctional Health, and MNA for the calendar year 2013 - 2014:

HOLIDAY	2013		2014	
New Year's Day	Tuesday	January 1 <sup>st</sup>	Wednesday	January 1 <sup>st</sup>
Martin Luther King, Jr., Day	Monday	January 21 <sup>st</sup>	Monday	January 20 <sup>th</sup>
President's Day	Monday	February 18 <sup>th</sup>	Monday	February 17 <sup>th</sup>
Patriot's Day	Monday	April 15 <sup>th</sup>	Monday	April 21 <sup>st</sup>
Memorial Day	Monday	May 27 <sup>th</sup>	Monday	May 26 <sup>th</sup>
Independence Day	Thursday	July 4 <sup>th</sup>	Friday	July 4 <sup>th</sup>
Labor Day	Monday	September 2 <sup>nd</sup>	Monday	September 1 <sup>st</sup>
Columbus Day	Monday	October 14 <sup>th</sup>	Monday	October 13 <sup>th</sup>
Veteran's Day	Monday	November 11 <sup>th</sup>	Tuesday	November 11 <sup>th</sup>
Thanksgiving Day	Thursday	November 28 <sup>th</sup>	Thursday	November 27 <sup>th</sup>
Day After Thanksgiving	Friday	November 29 <sup>th</sup>	Friday	November 28 <sup>th</sup>
Day Before Christmas	Tuesday	December 24 <sup>th</sup>	Wednesday	December 24 <sup>th</sup>
Christmas Day	Wednesday	December 25 <sup>th</sup>	Thursday	December 25 <sup>th</sup>

All school departments will be closed on listed holidays. All school employees will be required to take the holiday off unless extenuating circumstances/essential services need to be provided. In these cases, a supervisor needs to request and be granted approval by Bob Jenal, Executive Vice Chancellor, Administration & Finance, prior to the employee working the holiday. Please refer to Holiday Policy #06.01.03 for more details.

Bargaining unit employees not covered by this schedule will be governed by their respective collective bargaining agreements.

\* A legal holiday shall be observed the day following when said holiday shall occur on Sunday or the day preceding when said holiday shall occur on Saturday.

This schedule may be subject to change or revision.