

# Human Resources

## 2015 HOLIDAY SCHEDULE

HOLIDAY	2015	
New Year's Day	Thursday	January 1
Martin Luther King, Jr., Day	Monday	January 19
President's Day	Monday	February 16
Patriot's Day	Monday	April 20
Memorial Day	Monday	May 25
Independence Day	Friday	July 3 *
Labor Day	Monday	September 7
Columbus Day	Monday	October 12
Veteran's Day	Wednesday	November 11
Thanksgiving Day	Thursday	November 26
Day After Thanksgiving	Friday	November 27
Day Before Christmas	Thursday	December 24
Christmas Day	Friday	December 25

All school departments will be closed on scheduled holidays (with the exceptions noted below). 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.

\* In the event a legal holiday falls on a Saturday, all offices under the jurisdiction of any department of state government shall be open to the public for business on the Friday immediately preceding any Saturday Holiday.

This schedule may be subject to change or revision.