

## Holiday Schedule for FY12

Monday, July 4, 2011	Independence Day Holiday observed
Monday, September 5, 2011	Labor Day
Thursday, November 24, 2011	Thanksgiving Day
Friday, November 25, 2011	Day after Thanksgiving (Designated Holiday-1)
Monday, December 26, 2011	Christmas Day Holiday observed
Tuesday, December 27, 2011	Day after Christmas (Designated Holiday-2)
Wednesday, December 28, 2011	<b>Reduced Service Day</b>
Thursday, December 29, 2011	<b>Reduced Service Day</b>
Friday, December 30, 2011	<b>Reduced Service Day</b>
Monday, January 2, 2011	New Year's Day-Holiday observed
Monday, January 16, 2012	Martin Luther King, Jr. Day (Designated Holiday-3)
Monday, May 28, 2012	Memorial Day

Employees have 2 floating holidays to use as designated holidays 4 and 5.

The holiday schedule provides for two floating holidays that can be used any time from July 1, 2011 through June 30, 2012; however the scheduling of these holidays is subject to supervisory approval.

Please refer to Policy and Rules, Policy 8.2 for rules/regulations on observing University holidays that fall on a scheduled day off.

A “**Reduced Service Day**” is one during which the university is open but services are reduced. With approval from their supervisor, employees may use an accrued vacation or floating holiday; however employees considered essential to the operation of the university must come to work.