

## **2011-2012 Holidays for Administrative Staff**

The holidays for administrative staff for the 2011-2012 academic year are:

### **Labor Day**

Monday, September 5, 2011

### **Columbus Day**

Monday, October 10, 2011

### **Thanksgiving**

Thursday, November 24, 2011

Friday, November 25, 2011

### **Christmas (Observed)**

Monday, December 26, 2011

### **New Year's Day (Observed)**

Monday, January 2, 2012

### **Martin Luther King, Jr. Day**

Monday, January 16, 2012

### **Presidents' Day**

Monday, February 20, 2012

### **Patriots' Day**

Monday, April 16, 2012

### **Memorial Day**

Monday, May 28, 2012

- Part-time employees who work at least 17.5 hours per week are entitled to prorated holiday pay based on the authorized hours for the position, divided by 5 days, to determine the holiday pay.
- The President's Discretionary Time Off is as follows:
  - Full year (12 mo.) employees – December 27th through December 30th
  - Benefits eligible academic year employees working > 11 mo. but < 12 mo. – 3 additional days
  - Benefits eligible academic year employees working > 10 mo. but < 11 mo. – 2 additional days
  - Benefits eligible academic year employees working > 9 mo. but < 10 mo. – 1 additional day
- Holidays for union employees are governed by their collective bargaining agreements.

