



# Northeastern University

## Human Resources Management

To: All Benefits Eligible Employees

From: Katherine N. Pendergast  
Vice President, Human Resources Management

Re: Holiday Schedule for 2012-2013 Academic Year  
Summer Scheduling

Date: March 22, 2012

As previously announced, the University will be closed Wednesday, July 4<sup>th</sup> in observance of the July 4<sup>th</sup> holiday. All employees will operate on a regular work schedule during the other days during this week (July 2, 3, 5 and 6).

### Holiday Schedule for 2012-2013 Academic Year

The University is observing the holidays on the dates indicated below. Certain areas providing critical front line services to students and other customers will remain open during the extended holiday period at the end of the calendar year. Those offices remaining open for all or part of this period will make the necessary arrangements and will publicly post their schedule. Personnel working during the year-end extended holiday will receive compensatory time off.

Holiday	Day and Date
Labor Day (Floating)	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Veterans' Day	Monday, November 12, 2012
Thanksgiving Recess	Thursday, November 22, 2012 Friday, November 23, 2012
Winter Holiday Schedule	Monday, December 24, 2012 through Tuesday, January 1, 2013. Resume regular work schedule Wednesday, January 2, 2013
Martin Luther King, Jr. Day	Monday, January 21, 2013
President's Day	Monday, February 18, 2013
Patriot's Day	Monday, April 15, 2013
Memorial Day	Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013

To be paid for the extra winter holidays, you must be in a paid benefits eligible status the day before and after the winter holiday break.

Holiday schedules for academic years 2013-2014 and 2014-2015 can be found in the Benefits section on the HRM website at <http://www.northeastern.edu/hrm/>

## Summer Scheduling

All offices will remain open, at a minimum, Monday through Friday 8:30 a.m. – 5:00 p.m.

Should your area plan to participate in the Flexible Summer Schedule, general guidelines are outlined below so that this program assures high productivity and service to students and other constituencies throughout the summer while continuing the opportunity for staff to have the flexible work schedule.

Although general guidelines are provided, it is important to note that department managers will determine how to implement a flex schedule that most effectively works for their unit.

- Employees who are able to participate in this flex schedule will work a flexible schedule (a four-day work week) during four of the weeks between June 11 and August 10, with the approval of their managers. Normally the preferred day for flex time will be Friday.
- Department needs will determine individual work schedules so that all staff will fulfill their full work hours during flex weeks.
- During the summer of 2012, a Flexible Summer Work Schedule option will run from June 11 through August 10, 2012.

Please contact Human Resources Management at Ext. 2230 if you have any questions.