

Northeastern University

Human Resources Management

To: All Benefits Eligible Employees

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

Re: Holiday Schedule for 2014-2015 Academic Year and Summer Scheduling

Date: April 24, 2014

As we begin to approach the end of the academic year, it is important to focus on summer scheduling and the holiday schedule for the year ahead.

As previously announced, the University will be closed Friday, July 4th in observance of Independence Day.

Holiday Schedule for 2014-2015 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 1, 2014
Columbus Day	Monday, October 13, 2014
Veterans Day	Tuesday, November 11, 2014
Thanksgiving Recess	Thursday, November 27, 2014 Friday, November 28, 2014
Winter Holiday Schedule	Wednesday, December 24, 2014 through Thursday, January 1, 2015. Resume regular work schedule Friday, January 2, 2015
Martin Luther King, Jr. Day	Monday, January 19, 2015
Presidents' Day	Monday, February 16, 2015
Patriots' Day	Monday, April 20, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015

The holiday schedule for Seattle and Charlotte can be found on the [HRM website](#)

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.

Summer Scheduling

During the summertime, all offices need to assure that they are open and providing full service at a minimum, Monday through Friday 8:30 a.m. – 5:00 p.m. Many areas also have additional scheduled hours of operation.

Some departments are able to provide the option of a flexible schedule for 4 weeks during the summer. Department heads will review their needs to determine whether it is feasible for their area to participate in the Flexible Summer Work Schedule and, if so, how to most effectively implement the schedule in their unit.

During the summer of 2014, a Flexible Summer Work Schedule option will run from June 9 through August 8, 2014.

As noted above, the University will be closed on Friday, July 4th in observance of Independence Day. All employees will operate on a regular work schedule during the other days during this week (June 30, July 1, 2, and 3).

General guidelines are outlined below so that this program assures high productivity and service to students and other constituencies throughout the summer while providing staff, if approved by their supervisor, to have some flexibility in their work schedule during 4 weeks. 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.

- Every employee is not automatically entitled to a flexible summer work schedule. Rather, permission is at the discretion of the manager after considering the staffing needs for the respective department.
- Employees authorized to work on the Flexible Summer Work Schedule will work a compressed four-day work week during four of the weeks between June 9 and August 8, as arranged with their manager. In other words, participating employees will work their full number of weekly hours, but in four rather than five days.
- Departments will determine individual work schedules so that all staff will fulfill their responsibilities during flex weeks and that all service needs are met.

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