

OBERLIN

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NOTICE

TO: UAW Employees
FROM: Lori Gumpf
Interim Manager of Employee Relations
DATE: August 12, 2010
SUBJECT: Holidays in 2010-11

The College will observe the following holidays through the end of the 2010-11 fiscal year:

Independence Day	Monday	July 5, 2010
Labor Day	Monday	September 6, 2010
Thanksgiving Day	Thursday	November 25, 2010
Winter Shutdown	Friday	December 24, 2010 -
	Sunday	January 2, 2011
Martin Luther King Day	Monday	January 17, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011

Winter Shutdown:

The College will be closed this year from Friday, December 24, 2010, through Sunday, January 2, 2011. Employees represented by the UAW will have holidays on **December 24, 27, 28, 29 & December 31**. December 30 will be designated as paid shutdown days at the employee's regular rate. (Article 5.3 b)

Religious holidays or the day after Thanksgiving can be observed by using an agreed upon floating holiday. Employees who are required to work on Easter Sunday shall be compensated for hours worked at one and one-half times their hourly rate.

If you have questions about time-keeping during holidays and Winter Shutdown please refer to your contract. You may inquire of your union steward or the Department of Human Resources, but please be aware that it is the responsibility of the Department of Human Resources to advise Payroll on contract interpretation.

Other limited shutdowns may occur during the year when operational needs require a reduced workforce; for example, holiday periods when several dining halls are closed.

Reminder: Article 5.2 (b) states: "To be eligible for holiday pay, employees must work the last scheduled day prior to the holiday and the first scheduled day after the holiday, unless they are sick on one or both of those days and submit the appropriate medical documentation upon his or her return. In computing holiday pay, the employee's regularly scheduled day shall be utilized."