

# OBERLIN

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TO: Faculty, A&PS, and Administrative Assistants

FROM: Lori Gumpf  
Interim Manager of Employee Relations

DATE: August 3, 2010

SUBJECT: Holidays in 2010-11

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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

The autumn recess will be the week of October 25, 2010 and the spring recess will be the week of March 28, 2011.

## **Winter Shutdown**

The College will be closed this year from Friday, December 24, 2010, through Sunday, January 2, 2011. Employees represented by OCOPE will have holidays on **December 24, 27, 28 and December 31** and may cover December 29<sup>th</sup> & 30<sup>th</sup> with either a Fall or Spring Break day, personal days, vacation days, or allotted Winter Shutdown days per Section 14.01(b). **If any AA is required to work during the Winter Shutdown, he or she will be paid in accordance with appropriate contract provisions. In order to get paid, AA's must have prior authorization from their supervisor. NOTE: The supervisor should contact the Department of Human Resources prior to granting approval.**

Religious holidays or the day after Thanksgiving can be observed by using Spring/Fall Break days (OCOPE).

OCOPE members who have questions about time-keeping during holidays and Winter Shutdown should refer to their 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.