

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: OCSA Employees
FROM: Lori Gumpf
Employee Program Administrator
DATE: September 30, 2011
SUBJECT: Holidays in 2011-12

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

| | | |
|------------------------|-----------|--------------------|
| Independence Day | Monday | July 4, 2011 |
| Labor Day | Monday | September 5, 2011 |
| Thanksgiving Day | Thursday | November 24, 2011 |
| Winter Shutdown | Saturday | December 24, 2010- |
| | Sunday | January 1, 2012 |
| Martin Luther King Day | Monday | January 16, 2012 |
| Memorial Day | Monday | May 28, 2012 |
| Independence Day | Wednesday | July 4, 2012 |

Winter Shutdown

The College will be closed this year from Saturday December 24, 2011, through Sunday, January 1, 2012. Employees represented by **OCSA** will have holidays on **December 24, 25, 26, 31 & January 1**. Those not scheduled to work may cover **December 27, 28, 29 & 30** with their floating holiday, personal days, or vacation days. Any employee who is requested to work on a non-designated holiday during the winter shutdown shall be paid at his or her regular rate of pay. Any employee who is requested to work on a designated holiday shall be paid in accordance with the provisions of Section 6.02 (a) and (b) of the contract. Classified employees who are required to work on Easter Sunday shall be compensated for the time actually spent on duty at one and one-half (1.5) times their regular hourly rate.

Religious holidays or the day after Thanksgiving can be observed by using an agreed-upon floating holiday.

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.

LG