

NOTICE

TO: UAW Employees
FROM: Grace Karmiol
Manager of Employee Relations
DATE: December 7, 2011
SUBJECT: Holidays in 2011-12

The College will observe the following holidays through the end of the 2011-12 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, 2011 - Sunday
		January 1, 2012
Martin Luther King Day	Monday	January 16, 2012
Memorial Day	Monday	May 28, 2012

Winter Shutdown:

The College will be closed this year from Saturday, December 24, 2011, through Sunday, January 1, 2012. For employees represented by the UAW, **December 25, 26, 27, 28 & January 1st** will be designated holidays. Normal non-holiday working days during shutdown will be paid to ensure all employees represented by the UAW get one full week's pay.

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.

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 first scheduled day after the holiday, unless they are sick on one or both of these 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."

For your information, Independence Day will be celebrated in 2012 on Wednesday, July 4.

GK/lgl