

OBERLIN

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TO: OCSA Employees
FROM: Lori Gumpf *Lori*
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 - Sunday, January 2, 2011. Employees represented by OCSA will have holidays on December 24, 25, 27, 31, and January 1. Those not scheduled to work may cover December 26, 28, 29, and/or 30th 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.

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