

NOTICE

TO: Faculty, A&PS and Administrative Assistants
FROM: Lori Gumpf, Human Resources
DATE: September 6, 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

Fall break will be the week of October 24, 2011, and the Spring break will be the week of March 26, 2012.

Winter Shutdown:

The College will be closed this year from Saturday, December 24, 2011, through Sunday, January 1, 2012. Employees represented by **OCOPE** will have a choice of three scenarios for their holidays: **1) Holidays on December 26, 27, 28 & 30** and may cover December 29 with a Fall or Spring Break day, a personal day, vacation day, or allotted Winter Shutdown days per Section **14.01(c)**; **2) Holidays on December 23, 26, 27, & 28** and may cover December 29 & 30 with Fall or Spring Break days, personal days, vacation days, or allotted Winter Shutdown days per Section **14.01(c)**; **3) Holidays on December 26, 27, 28, & January 2** and may cover December 29 & 30 with a Fall or Spring Break day, personal days, vacation days, or allotted Winter Shutdown days per Section **14.01(c)**. **Employees choosing scenario 2 or 3 must make arrangements in advance with their supervisor. Seniority prevails in offices with more than one AA.** AA's will be asked to indicate on their timesheet which of the above options they choose.

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 may 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.

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

LG