

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: UAW Employees
FROM: Maggie Nieves
Deputy Human Resources Officer
DATE: November 20, 2020
SUBJECT: Holidays in 2020-21

The College will observe the following holidays through the end of the 2020-21 fiscal year:

Independence Day	Saturday	July 4, 2020
Labor Day	Monday	September 7, 2020
Thanksgiving Day	Thursday	November 26, 2020
Christmas	Friday	December 25, 2020
New Year's Day	Friday	January 1, 2021
Martin Luther King Day	Monday	January 18, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 5, 2021

Article 5.3: Winter Shutdown

a) The College shall observe a winter shutdown between December 24 and January 1. Most service employees normally will not be scheduled for work during this period.

b) In no way will the employee be paid for more than their regular hours for shutdown/holiday pay unless the employee is called to work during said shutdown/holiday. Shutdown/holiday pay will be straight time and time worked during shutdown/holiday will be paid at one and one-half (1 ½) times their regular hourly rate.

c) Any employee who is requested to work on a designated holiday as defined in Section 5.2(a) shall be paid in accordance with the provisions of Sections 5.2(b) and (c).

Religious holidays or the day after Thanksgiving can be observed by using an agreed upon floating holiday. Employees who are required to work on Easter Sunday shall be compensated for hours worked at one and one-half times their hourly rate.

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.

Reminder: Article 5.2 (b) states: "To be eligible for holiday pay, employees must work the last scheduled day prior to the holiday and the first scheduled day after the holiday, unless they are sick on one or both of those 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."

Article 5.2(c) "In the event any holiday falls on Sunday, it will be observed on the following Monday; if the holiday falls on a Saturday, it will be observed on the preceding Friday."