

# OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: Administrative Assistants

FROM: Maggie Nieves  
Deputy Human Resources Officer

DATE: August 27, 2021

SUBJECT: Holidays in 2021-22

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The following days shall be regarded as paid holidays for OCOPE employees (11.1):

Independence Day	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Thanksgiving Day	Thursday	November 25, 2021
Christmas	Friday	December 24, 2021
New Year's Day	Friday	December 31, 2021
Martin Luther King Day	Monday	January 17, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022

In addition, two (2) paid winter shutdown days shall be designated by the College.

December 27, 2021  
December 28, 2021

## **Winter Shutdown (11.3 (a) / 14.1 (b))**

The College will observe a winter shutdown this year from Friday, December 24, 2021, through Sunday, January 2, 2022. OCOPE employees may cover December 29th, and December 30th with either a Fall or Spring Break day, personal days, vacation days or not be paid for those days not covered during this period.

OCOPE employees may also choose up to three (3) working days or twenty-two and one half (22.5) hours of paid sick days to be used as paid winter shutdown days for those days of the winter shutdown period not covered by section 11.1.

**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.**

Religious holidays or the day after Thanksgiving can be observed by using Spring/Fall Break days (OCOPE).