

# OBERLIN

COLLEGE & CONSERVATORY

## Department of Human Resources

TO: OCSA Employees  
FROM: Maggie Nieves  
Deputy Human Resources Officer  
DATE: September 14, 2021  
SUBJECT: Holidays in 2021-22

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The following holidays shall be regarded as paid holidays for classified employees:

Independence Day	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Thanksgiving Day	Thursday	November 25, 2021
Christmas	Saturday	December 25, 2021
New Year's Day	Saturday	January 1, 2022
Martin Luther King Day	Monday	January 17, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022

When a holiday falls on a Saturday, it will be observed on the preceding Friday; when a holiday falls on a Sunday, it will be observed on the following Monday, except in the case of Christmas and New Year's Day which will be observed on December 25 and January 1.

One additional paid holiday per year may be used as a floating holiday to be taken at a time that is convenient to both the employee and their department head.

### Winter Shutdown:

The College will be closed this year from Friday, December 24, 2021, through Sunday, January 2, 2022. Those not scheduled to work may elect to use their vacation, floating holiday, allotted winter shutdown days, or allotted personal days for those days not covered.

In addition, classified employees will have three (3) days during the winter shutdown as determined by mutual agreement between OCSA and Oberlin College. Those days are as follows:

December 24, 2021  
December 26, 2021  
December 31, 2021

Up to three (3) working days may be taken from the employee's sick leave allotment as paid winter shutdown days for those days of winter shutdown not covered.