

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: Administrative Assistants

FROM: Maggie Nieves
Deputy Human Resources Officer

DATE: September 13, 2022

SUBJECT: Holidays in 2022-23

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

Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Thanksgiving Day	Thursday	November 24, 2022
Day After Thanksgiving	Friday	November 25, 2022
Christmas	Monday	December 26, 2022
New Year's Day	Monday	January 2, 2023
Martin Luther King Day	Monday	January 16, 2023
Memorial Day	Monday	May 29, 2023
Juneteenth	Monday	June 19, 2023

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

December 27, 2022
December 28, 2022

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

The College will observe a winter shutdown this year from Monday, December 26, 2022, through Monday, January 2, 2023. 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 can be observed by using Spring/Fall Break days (OCOPE).