TO: OCSA Employees

FROM: Maggie Nieves
Deputy Human Resources Officer

DATE: September 19, 2022

SUBJECT: Holidays in 2022-23

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

- 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 Day: Sunday, December 25, 2022
- New Year’s Day: Sunday, January 1, 2023
- Martin Luther King Day: Monday, January 16, 2023
- Memorial Day: Monday, May 29, 2023
- Juneteenth: Monday, June 19, 2023

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 Monday, December 26, 2022, through Monday, January 2, 2023. 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 26, 2022
December 27, 2022
December 31, 2022

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.