

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

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.