

# OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: Administrative Assistants

FROM: Maggie Nieves  
Deputy Human Resources Officer

DATE: March 9, 2023

SUBJECT: Holidays in 2023-24

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

Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Thanksgiving Day	Thursday	November 23, 2023
Day After Thanksgiving	Friday	November 24, 2023
Christmas	Monday	December 25, 2023
New Year's Day	Monday	January 1, 2024
Martin Luther King Day	Monday	January 15, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024

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

December 26, 2023  
December 27, 2023

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

The College will observe a winter shutdown this year from Monday, December 25, 2023, through Monday, January 1, 2024. OCOPE employees may cover December 28th, and December 29th 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).