

# OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: OCSA Employees  
FROM: Maggie Nieves  
Deputy Human Resources Officer  
DATE: March 21, 2023  
SUBJECT: Holidays in 2023-24

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

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 Day	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

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 25, 2023, through Monday, January 1, 2024. 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, 2023  
December 27, 2023  
December 28, 2023

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.