

OBERLIN

COLLEGE & CONSERVATORY

Department of Human Resources

TO: Administrative Assistants

FROM: Kim Wiggerly
Manager of Employee and Labor Relations

DATE: June 15, 2020

SUBJECT: Holidays in 2020-21

The College will observe the following holidays through the end of the 2020-21 fiscal year:

Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Thanksgiving Day	Thursday	November 26, 2020
Christmas	Friday	December 25, 2020
New Year's Day	Friday	January 1, 2021
Martin Luther King Day	Monday	January 18, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 5, 2021

Winter Shutdown

The College will be closed this year from Thursday, December 24, 2020, through Sunday, January 3, 2021. Employees represented by OCOPE will have holidays on December 24th, 25th, 28th and January 1st and may cover December 29th, 30th, and 31st with either a Fall or Spring Break day, personal days, vacation days, or allotted Winter Shutdown days per Section 14.01(b).

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 or the day after Thanksgiving can be observed by using Spring/Fall Break days (OCOPE).

OCOPE members who have questions about time-keeping during holidays and Winter Shutdown should refer to their contract. You may inquire of your union steward or the Payroll Department, but please be aware that it is the responsibility of the Department of Human Resources to advise Payroll on contract interpretation.

Since 2020 is a leap year, OCOPE employees who were in active pay status on February 29, 2020 and remain in active pay status will be allotted an additional Winter Shutdown day to use in place of one day listed above.