



INNOVATION FOR A HEALTHIER PLANET

HOLIDAY SCHEDULE 2016/2017

Labor Day	Monday	September 5, 2016
Thanksgiving	Thursday	November 24, 2016
Day After Thanksgiving	Friday	November 25, 2016
Christmas Eve Day (observed)	Monday	December 26, 2016
Christmas Day (observed)	Tuesday	December 27, 2016
GIFTED HOLIDAY	Wednesday	December 28, 2016
New Years Eve Day (observed)	Thursday	December 29, 2016
New Years Day (observed)	Friday	December 30, 2016
Martin Luther King	Monday	January 16, 2017
Memorial Day	Monday	May 29, 2017
Independence Day (FY 2017)	Tuesday	July 4, 2017

Regular full- and half-time staff and 12 month faculty earn one floating holiday if they are employed on October 1, 2016 and another floating holiday if they are employed on March 1, 2017. Please remember that you can only carry 2 floating holidays at any given time.

Notwithstanding the holiday schedule, the nature of a University is that some employees are expected to be at work as may be necessary to care for students, programs, or facilities for which they may have responsibility. Non-exempt employees required to work on a holiday will be receive payment for the holiday hours as well as time and one-half for hours work on that day. There are a few exceptions to this. One such exception is that non-exempt employees required to work on Saturday December 24th and Sunday December 25th, will be permitted alternative time off for hours worked on those days instead of receiving automatic overtime pay for hours worked those days.

Refer to the Personnel Handbook for the many specifics regarding the University's leave time policies. Please coordinate with your supervisor for the usage of leave time such as vacation, floating holiday, and personal time

Each supervisor has responsibility for assuring staffing levels are appropriate to meet the area's service obligations. Supervisors should consult with senior managers about what level of staffing is necessary in their areas before approving requests for time off.