



Please Post

Memo

To: Staff
From: Douglas C. Terp
Date: March 28, 2007
Re: Holiday Schedules through FY 2009

The College will observe the following holidays during the fiscal years shown below:

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Independence Day	Tuesday, July 4, 2006	Wednesday, July 4, 2007	Friday, July 4, 2008
Labor Day	Monday, September 4	Monday, September 3	Monday, September 1
Thanksgiving	Thursday, November 23 Friday, November 24	Thursday, November 22 Friday, November 23	Thursday, November 27 Friday, November 28
Christmas/ New Year's	Monday, December 25 Tuesday, December 26 Friday, December 29 Monday, January 1, 2007	Monday, December 24 Tuesday, December 25 Monday, December 31 Tuesday, January 1, 2008	Thursday, December 25 Friday, December 26 Thursday, January 1, 2009 Friday, January 2
Memorial Day	Monday, May 28	Monday, May 26	Monday, May 25

All offices will be closed on the dates above, unless such closing adversely affects the delivery of required services. Please note that while the College may be officially closed on these dates, some department supervisors will be required to make appropriate staffing arrangements to provide essential services. For departments that do require personnel to work on such days, guidelines concerning the pay status of these employees may be obtained by contacting Human Resources.

The College calendar incorporates nine scheduled holidays, including a number of generally recognized business holidays. It does not, however, incorporate all federal and state holidays and other holidays celebrated by Colby's faculty and staff, such as Rosh Hashanah, Yom Kippur, Columbus Day, Veteran's Day, Ramadan, Chanukah, Kwanzaa, Martin Luther King Jr. Day, Presidents' Day, Easter, the first day of Passover, and Good Friday. Employees wishing to observe these or other holidays may charge time off as floating holiday or vacation leave. (Two floating holidays are available to benefited employees each fiscal year after six months of employment—floating holidays may not be accrued from year to year.) Supervisors may also make alternate scheduling arrangements for employees desiring to observe these holidays, subject to consultation with Human Resources.

As a reminder, vacation leave and floating holidays may be used at the discretion of each employee, provided that they are scheduled and approved in advance by an appropriate supervisor. Each supervisor shall establish procedures for scheduling leave time and designate a person to maintain a record of vacation, sick, and floating holiday leave earned and used by each employee.

Additional information regarding holiday and leave policies may be obtained from Human Resources at extension 5500 or by visiting the web at www.colby.edu/administration_cs/humanresources/.