

HOLIDAY CAMPUS CLOSURE

As shown below the campus will be closed this year from December 25, 2009 through January 1, 2010. During this period, there are five holidays and one day that would otherwise be a workday. Employees may take and charge Thursday, December 31, 2009 as indicated below or they may elect to be “docked” this day, if they wish to use their time on the books at a later date.

Friday	12/25/09	Christmas Day Observed
Monday	12/28/09	Columbus Day Observed
Tuesday	12/29/09	Lincoln’s Birthday (2010) Observed
Wednesday	12/30/09	President’s Day (2010) Observed
Thursday	12/31/09	May use Vacation, CTO, Additional Day Off (ADO) or Personal Holiday
Friday	01/01/10	New Year’s Day Observed

NOTE: Such “dock” time must be reported to Payroll Services no later than December 21, 2009 to insure an accurate December pay warrant.

If an employee does not have sufficient Vacation, CTO, or Personal Holiday time to cover the scheduled day of closure, they shall be provided sufficient work to prevent any loss of pay or benefits in accordance with the appropriate collective bargaining contracts or Trustee’s policy. If such work exceeds 40 hours per week for non-exempt employees (under the Fair Labor Standards Act), they are entitled to time and one-half compensation per the contracts.

Sick leave cannot be granted during the campus closure unless the employee is officially scheduled to work during the closure.

Employees who need to work should contact their supervisor by the first part of December to allow review time by the Dean or Director. The only offices that will remain open are those that are required to provide essential services. Such requests must be looked at on an individual basis.

If you have any questions, please direct them to your department administrative assistant who will receive detailed instructions from the Division of Administration and Finance regarding the 2009 Holiday Closure.

HOLIDAYS FOR FISCAL YEAR 2009–2010

INDEPENDENCE DAY	FRIDAY, JULY 3, 2009	CLOSED
LABOR DAY	MONDAY, SEPTEMBER 7, 2009	CLOSED
VETERANS DAY OBSERVED	WEDNESDAY, NOVEMBER 11, 2009	CLOSED
THANKSGIVING DAY	THURSDAY, NOVEMBER 26, 2009	CLOSED
ADMISSION DAY OBSERVED	FRIDAY, NOVEMBER 27, 2009	CLOSED
CHRISTMAS DAY	FRIDAY, DECEMBER 25, 2009	CLOSED
COLUMBUS DAY OBSERVED	MONDAY, DECEMBER 28, 2009	CLOSED
LINCOLN’S BIRTHDAY (2010) OBSERVED	TUESDAY, DECEMBER 29, 2009	CLOSED
PRESIDENT’S DAY (2010) OBSERVED	WEDNESDAY, DECEMBER 30, 2009	CLOSED
MAY USE VACATION, CTO, ADO OR PERSONAL HOLIDAY	THURSDAY, DECEMBER 31, 2009	CLOSED
NEW YEAR’S DAY	FRIDAY, JANUARY 01, 2010	CLOSED
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 18, 2010	CLOSED
CESAR CHAVEZ DAY	WEDNESDAY, MARCH 31, 2010	CLOSED
MEMORIAL DAY	MONDAY, MAY 31, 2010	CLOSED

ACADEMIC CALENDAR

FALL SEMESTER	AUGUST 24, 2009 – DECEMBER 24, 2009	85 DAYS
WINTER SESSION	JANUARY 04, 2010 – JANUARY 22, 2010	3 WEEKS
SPRING SEMESTER	JANUARY 22, 2010 – MAY 28, 2010	87 DAYS
SPRING RECESS	MARCH 29, 2010 – APRIL 2, 2010	5 DAYS
SUMMER SESSION	JUNE 1, 2010 – AUGUST 20, 2010	3 SESSIONS