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Office of Human Resources

Office of Human Resources Bulletin

To: Faculty, Administrative and Clerical Staff
From: Carol S. Cantrell 
Date: January 09, 2009
Re: 2009 Holiday Schedule

During the 2009 calendar year, University buildings will be closed and no classes will be scheduled on the following holidays:

2009

New Year's Day	Thursday, January 1 st
Martin Luther King, Jr. Day	Monday, January 19 ^{th*}
President's Day	Monday, February 16 ^{th*}
Memorial Day	Monday, May 25 ^{th*}
Independence Day	Friday, July 3 ^{rd*} (Observed)
Labor Day	Monday, September 7 ^{th*}
Thanksgiving Day	Thursday, November 26 th
Friday after Thanksgiving Day	Friday, November 27 ^{th*}
Christmas Day	Friday, December 25 ^{th*}

2010

New Year's Day Holiday	Friday, January 1 ^{st*}
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*The University buildings will also be closed on the weekends preceding the Monday holidays and the weekends following the Friday holidays marked by an asterisk.

In addition, full-time administrative and clerical staffs have four (4) floating holidays per fiscal year. Floating holidays are pro-rated for part-time administrative employees based upon their regular work schedules. These floating holidays may be taken at any time during the fiscal year consistent with the needs of the department with the approval of appropriate supervisors. If desired, these holidays may be taken in conjunction with other holidays or vacation time. Floating holidays must be used within the fiscal year earned and cannot be carried into subsequent years. Floating holidays are accrued at the rate of one per quarter.