

# ST. LAWRENCE UNIVERSITY

July 12, 2010

**TO:** The St. Lawrence University Community  
**FROM:** The Office of Human Resources  
**RE:** *Holiday Schedule 2010 - 2011*

For the fiscal year 2010-2011, except for emergencies and necessary operations, the office and service functions will be closed as indicated to observe the following holidays:

<u>HOLIDAYS</u>	<u>DAY &amp; DATE OF HOLIDAY</u>	<u>DAY(S) OFF</u>
Independence Day	Sunday, July 4, 2010	Monday, July 5, 2010
Labor Day	Monday, September 6, 2010	Monday, September 6, 2010
Thanksgiving Day and Day After	Thursday, November 25, 2010 Friday, November 26, 2010	Thursday, November 25, 2010 Friday, November 26, 2010
Christmas Eve	Friday, December 24, 2010	Thursday, December 23, 2010
Christmas Day	Saturday, December 25, 2010	Friday, December 24, 2010
New Year's Eve	Friday, December 31, 2010	Thursday, December 30, 2010
New Year's Day	Saturday, January 1, 2011	Friday, December 31, 2010
Memorial Day	Monday, May 30, 2011	Monday, May 30, 2011

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**December 27, 28 & 29, 2010:** The University will be closed with only essential personnel as needed. Supervisors will work with staff regarding necessary assignments and procedures for payroll. All exempt staff and hourly staff who are not required to work will account for these three days as paid vacation or as unpaid time off. Those who are required to work will account for the time as regular pay. Exempt staff will need to report their choice to their supervisor by December 5, so the payroll function can be adjusted if the choice is to have the days unpaid.

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**Maintaining Operations:** As in the past, it is anticipated that a complete shutdown of all operations for all holidays is impractical. Each administrator will determine the degree of operation and staff required during the holiday period, and advise appropriate departments well in advance of the particular holiday so that proper arrangements can be made for telephone services, emergencies, etc.

### **Non-Exempt Personnel**

Eligibility requirements and overtime pay provisions may be found under the holiday section of the applicable documents for non-exempt employees.

Personal Holidays (Code 515) may be taken when an employee wishes, provided one week's advance notice is given, and/or as specified in the applicable bargaining unit agreement.

**Please call Human Resources ext. 5596 if there are any questions.**

*Please circulate within your department.*