

ST. LAWRENCE UNIVERSITY

July 2, 2009

TO: The St. Lawrence University Community
FROM: The Office of Human Resources
RE: *Holiday Schedule 2009 - 2010*

For the fiscal year 2009-2010, 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 & DATE OF HOLIDAY</u>	<u>DAY(S) OFF</u>
Independence Day	Saturday, July 4, 2009	Friday, July 3, 2009
Labor Day	Monday, September 7, 2009	Monday, September 7, 2009
Thanksgiving Day and Day After	Thursday, November 26, 2009 Friday, November 27, 2009	Thursday, November 26, 2009 Friday, November 27, 2009
Christmas Eve Christmas Day	Thursday, December 24, 2009 Friday, December 25, 2009	Thursday, December 24, 2009 Friday, December 25, 2009
New Year's Eve New Year's Day	Thursday, December 31, 2009 Friday, January 1, 2010	Thursday, December 31, 2009 Friday, January 1, 2010
Memorial Day	Monday, May 31, 2010	Monday, May 31, 2010

December 28, 29 & 30, 2009: While these days are not officially designated days off President Fox will close the University for these three normal working days. These extra holiday days are given to provide as much opportunity for staff to enjoy the holiday season while maintaining necessary university functions. Supervisors will work with staff regarding necessary assignments and procedures for payroll.

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.