

To: Administrative Staff, Secretarial/Clerical and Physical Plant Employees

From: Human Resources

Date: January 10, 2006

Re: Holiday Schedule for 2006

The University will observe thirteen (13) holidays during 2006. Ten (10) of these holidays occur on the following dates:

New Year's Day	Monday	January 2
Martin Luther King's Birthday	Monday	January 16
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Thanksgiving	Thursday	November 23
	Friday	November 24
Christmas Day	Monday	December 25
	Tuesday	December 26
New Year's Eve	Friday	December 29

Three additional "floating" holidays, chosen by you with the approval of your department head, are also granted under the University's holiday policy for 2006.

At this time the University plans to continue to close most offices and maintenance operations during the Christmas - New Year's holiday period (Monday, December 25, 2006 through Monday, January 1, 2007). If you are not required to work, you will be asked to cooperate in this effort by taking vacation, personal days, or elective floating holidays on Wednesday, December 27, and Thursday, December 28, 2006. Please note that during 2006 you will only need to take two days during this holiday period. **Offices will re-open Tuesday, January 2, 2007.**

We hope that this information will be helpful for you to plan for the holidays. Please call the Human Resources Department at extension 2100 with any questions.

