

# SKIDMORE COLLEGE

## Human Resources

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### 2009–2010 HOLIDAY SCHEDULE

The College recognizes the following holidays:

<b>HOLIDAY</b>	<b>DATE CELEBRATED</b>	
Independence Day	Friday	July 3, 2009
Labor Day	Monday	September 7, 2009
Thanksgiving Day	Thursday	November 26, 2009
Day after Thanksgiving	Friday	November 27, 2009
Christmas Eve Day	Thursday	December 24, 2009
Christmas Day	Friday	December 25, 2009
Days following Christmas	Monday	December 28, 2009
	Tuesday	December 29, 2009
	Wednesday	December 30, 2009
New Year's Eve	Thursday	December 31, 2009
New Year's Day	Friday	January 1, 2010
Martin Luther King, Jr.'s Birthday	Monday	January 18, 2010
Memorial Day	Monday	May 31, 2010
Floating Holiday	to be taken within fiscal year	June 1, 2009 – May 31, 2010

When a holiday falls on a Saturday, the preceding Friday is normally considered as the holiday. When a holiday falls on a Sunday, the following Monday is normally considered as the holiday.

#### **NOTES:**

Regular full-time employees are eligible for paid holidays as of date of hire. Regular part-time employees are eligible for paid prorated holidays after one year of employment if they are normally scheduled to work on a designated holiday.

Non-union, non-exempt (support staff) employees who are required to work on a holiday as set forth on the above-listed holiday schedule will receive 1.5 times their regular rate for working that day plus receive either a floating holiday or will be paid the additional 7 hours for the day itself. All holidays must be used by May 31<sup>st</sup>.

As in the past, exempt (administrative/professional staff) employees will receive a floating holiday in lieu of a holiday worked.

Union employees are guided by their respective bargaining unit contracts for designated holidays.

For further information, please contact Human Resources, Barrett Center, extension 5800.