

# SKIDMORE COLLEGE

## Human Resources

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### 2011–2012 HOLIDAY SCHEDULE

The College recognizes the following holidays:

<b>HOLIDAY</b>	<b>DATE CELEBRATED</b>	
Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Thanksgiving Day	Thursday	November 24, 2011
Day after Thanksgiving	Friday	November 25, 2011
Christmas Eve	Friday	December 23, 2011
Christmas Day	Monday	December 26, 2011
Days following Christmas	Tuesday	December 27, 2011
	Wednesday	December 28, 2011
	Thursday	December 29, 2011
New Year's Eve	Friday	December 30, 2011
New Year's Day	Monday	January 2, 2012
Martin Luther King Jr's Birthday	Monday	January 16, 2012
Memorial Day	Monday	May 28, 2012
Floating Holiday	to be taken within fiscal year	June 1, 2011 – May 31, 2012

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.