SKIDMORE COLLEGE
Human Resources

2013–2014 HOLIDAY SCHEDULE

The College recognizes the following holidays:

HOLIDAY	DATE CELEBRATED	
Independence Day	Thursday	July 4, 2013
Labor Day	Monday	September 2, 2013
Thanksgiving Day	Thursday	November 28, 2013
Day after Thanksgiving	Friday	November 29, 2013
Christmas Eve	Tuesday	December 24, 2013
Christmas Day	Wednesday	December 25, 2013
Days following Christmas	Thursday	December 26, 2013
	Friday	December 27, 2013
	Monday	December 30, 2013
New Year's Eve	Tuesday	December 31, 2013
New Year's Day	Wednesday	January 1, 2014
Martin Luther King, Jr. Birthday	Monday	January 20, 2014
Memorial Day	Monday	May 26, 2014
Floating Holiday	to be taken within fiscal year	June 1, 2013 – May 31, 2014

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. Temporary employees do not receive holiday pay.

Non-union, non-exempt 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 31st.

As in the past, non-faculty exempt 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.

HR: 02/25/2013