



OFFICE OF HUMAN RESOURCES
 5500 Mayflower Hill
 Waterville, Maine 04901
 TEL 207-859-5500
 FAX 207-859-5505
 hr@colby.edu

To: Staff
Fr: Human Resources
Da: November 29, 2018
Re: Holiday and Winter Break Schedule

The College is pleased to update Colby’s holiday and Winter Break schedule as shown below for the 2018-19 through the 2020-21 fiscal years.

HOLIDAY SCHEDULE			
	2018-19	2019-20	2020-21
Independence Day	Wednesday, July 4, 2018	Thursday, July 4, 2019	Friday, July 3, 2020
Labor Day	Monday, Sept. 3, 2018	Monday, Sept. 2, 2019	Monday, Sept. 7, 2020
Thanksgiving	Thursday, Nov. 22, 2018 Friday, Nov. 23, 2018	Thursday, Nov. 28, 2019 Friday, Nov. 29, 2019	Thursday, Nov. 26, 2020 Friday, Nov. 27, 2020
Winter Break	Monday, Dec. 24 through Tuesday, Jan. 1, 2019	Monday, Dec. 23 through Wednesday, Jan. 1, 2020	Thursday, Dec. 24 through Friday, Jan. 1, 2021
Memorial Day	Monday, May 27, 2019	Monday, May 25, 2020	Monday, May 31, 2021

All offices will be closed on the dates above, unless such closing adversely affects the delivery of required services. To plan for the Winter Break closure, senior staff members will work with their departments to determine if certain staff will be required to provide essential services.

Benefits-eligible staff receive paid holidays. Once a new staff member completes their probationary period, they also receive two floating holidays to accommodate those wishing to observe other important dates.

Hourly staff required to work during holidays will be paid at the holiday rate (1.5x) and offered a choice of additional regular pay or receiving a replacement day off to be used during the remaining fiscal year. Salaried exempt staff required to work during a holiday will receive a replacement day off. Supervisors with staff required to work during holidays can find specific guidelines for payments on the Human Resources webpage colby.edu/hr/benefits/paidandunpaidtimeoff/.

Time away from work should be approved in advance by the appropriate supervisor. Each department establishes procedures for scheduling time off and designating a person to maintain a record of vacation, sick, floating holidays, and replacement days used and available for each employee.

Additional information regarding holiday and leave policies may be obtained from the Office of Human Resources at extension 5500 or by visiting colby.edu/hr/.