



Please Post

Memo

To: Staff
From: Douglas C. Terp
Date: November 1, 2004
Re: Holiday Schedules through FY 2007

The College will observe the following holidays during the fiscal years shown below:

	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>
Independence Day	Monday, July 5, 2004	Monday, July 4, 2005	Tuesday, July 4, 2006
Labor Day	Monday, September 6	Monday, September 5	Monday, September 4
Thanksgiving	Thursday, November 25 Friday, November 26	Thursday, November 24 Friday, November 25	Thursday, November 23 Friday, November 24
Christmas/ New Year's	Thursday, December 23 Friday, December 24 Thursday, December 30 Friday, December 31	Monday, December 26 Tuesday, December 27 Thursday, December 29 Friday, December 30	Monday, December 25 Tuesday, December 26 Friday, December 29 Monday, January 1, 2007
Memorial Day	Monday, May 30, 2005	Monday, May 29, 2006	Monday, May 28

All offices will be closed on the dates above, unless such closing adversely affects the delivery of required services. Please note that while the College may be officially closed on these dates, some department supervisors will be required to make appropriate staffing arrangements to provide essential services. For departments that do require personnel to work on such days, guidelines concerning the pay status of these employees may be obtained by contacting Personnel Services.

The College calendar incorporates nine scheduled holidays, including a number of generally recognized business holidays. It does not, however, incorporate all federal and state holidays and other holidays celebrated by Colby's faculty and staff, such as Rosh Hashanah, Yom Kippur, Columbus Day, Veterans' Day, Ramadan, Chanukah, Kwanzaa, Martin Luther King Jr. Day, Presidents' Day, Easter, the first day of Passover, and Good Friday. Employees wishing to observe these or other holidays may charge time off as floating holiday or vacation leave. (Two floating holidays are available to benefited employees each fiscal year after six months of employment—floating holidays may not be accrued from year to year.) Supervisors may also make alternate scheduling arrangements for employees desiring to observe these holidays, subject to consultation with Personnel Services.

As a reminder, vacation leave and floating holidays may be used at the discretion of each employee, provided that they are scheduled and approved in advance by an appropriate supervisor. Each supervisor shall establish procedures for scheduling leave time and designate a person to maintain a record of vacation, sick, and floating holiday leave earned and used by each employee.

Additional information regarding holiday and leave policies may be obtained from Personnel Services at extension 3406 or by visiting the web at www.colby.edu/personnel.