



OFFICE OF HUMAN RESOURCES  
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## *Please Post*

### *Memo*

To: Staff  
 From: Human Resources  
 Date: January 16, 2013  
 Re: Holiday Schedules through Fiscal Year 2015-16

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

	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>
Independence Day	Thursday July 4, 2013	Friday, July 4, 2014	Friday, July 3, 2015
Labor Day	Monday, September 2	Monday, September 1	Monday, September 7
Thanksgiving	Thursday, November 28 Friday, November 29	Thursday, November 27 Friday, November 28	Thursday, November 26 Friday, November 27
Christmas/ <b>New Year's</b>	Monday, December 23 Tuesday, December 24 Wednesday, December 25 Wednesday, January 1, 2014	Thursday, December 25 Friday, December 26 Thursday, January 1, 2015 Friday, January 2, 2015	Thursday, December 24 Friday, December 25 Thursday, December 31 Friday, January 1, 2016
Memorial Day	Monday, May 26, 2014	Monday, May 25, 2015	Monday, May 30, 2016

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 Human Resources.

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 that may be celebrated by Colby's faculty and staff. 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 Human Resources.

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 Human Resources at ext. 5500 or by visiting the web at [www.colby.edu/administration\\_cs/humanresources/](http://www.colby.edu/administration_cs/humanresources/)