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**To:** Staff  
**Fr:** Human Resources  
**Da:** December 2, 2020  
**Re:** Holiday and Winter Break Schedule

The College is pleased to update Colby’s holiday and Winter Break schedule as shown below for the 2020-21 through the 2021-22 fiscal years.

<b>HOLIDAY SCHEDULE</b>		
	<b>2020-21</b>	<b>2021-22</b>
<b>Independence Day</b>	Friday, July 3, 2020	Monday, July 5, 2021
<b>Labor Day</b>	Monday, Sept. 7, 2020	Monday, Sept. 6, 2021
<b>Thanksgiving</b>	Thursday, Nov. 26, 2020	Thursday, Nov. 25, 2021
	Friday, Nov. 27, 2020	Friday, Nov. 26, 2021
<b>Winter Break</b>	Monday, Dec. 21 through	Thursday, Dec. 23 through
	Friday, Jan. 1, 2021	Friday, Dec. 31, 2021
<b>Memorial Day</b>	Monday, May 31, 2021	Monday, May 30, 2022

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/](http://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](http://colby.edu/hr).