

Georgia Southern University
Intracampus Memo

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TO: All Faculty and Staff

FROM: Ronald J. Core

DATE: October 6, 2009

SUBJ: CALENDAR YEAR 2010 HOLIDAY SCHEDULE

Due to the current budget crisis, energy conservation and operational efficiencies that are paramount concerns for the University, the proposal is to close the University from December 24, 2010 through January 3, 2011 rather than return to work during the week between Christmas and New Years. However, this will require everyone to use one day of annual leave, comp time or leave without pay. This would allow the University to be closed for 11 consecutive days.

<u>CALENDAR YEAR 2010</u>	
New Year's Day January 1st (Friday)
MLK Day January 18th (Monday)
Memorial Day May 31st (Monday)
Independence Day July 5th (Monday)
Labor Day September 6th (Monday)
Thanksgiving Holidays November 25th & 26th (Thursday and Friday)
December Holidays December 24-31 (Friday through Friday)

Classes **will not** be held the week of Thanksgiving. If employees want to take those days off, they will need to follow procedures to request annual leave unless furloughs are continued for FY 2011.

All regular benefited employees working full-time or part-time 20 hours or more per week will be paid for the holidays. Additionally, those employees required to work on a scheduled holiday must be given equivalent time off at a later date mutually agreeable to the employee and supervisor.

As a reminder, the remaining institutional holidays in **calendar year 2009**:

Thanksgiving Holidays November 26-27 (Thursday and Friday)
December Holidays December 24-31 (Thursday through Friday including January 1st 2010).

To all those who are responsible for posting the University schedule on Web pages or in any printed form, please make sure you apply this **official** holiday schedule.

RC/AT