



April 8, 2008

**TO:** The St. Lawrence University Community  
**FROM:** The Office of Human Resources  
**RE:** *Holiday Schedule 2008 - 2009*

For the fiscal year 2008-2009, except for emergencies and necessary operations, the office and service functions will be closed as indicated to observe the following holidays:

<u>HOLIDAYS</u>	<u>DAY &amp; DATE OF HOLIDAY</u>	<u>DAY(S) OFF</u>
Independence Day	Friday, July 4, 2008	Friday, July 4, 2008
Labor Day	Monday, September 1, 2008	Monday, September 1, 2008
Thanksgiving Day and Day After	Thursday, November 27, 2008 Friday, November 28, 2008	Thursday, November 27, 2008 Friday, November 28, 2008
Christmas Eve	Wednesday, December 24, 2008	Wednesday, December 24, 2008
Christmas Day	Thursday, December 25, 2008	Thursday, December 25, 2008
New Year's Eve	Wednesday, December 31, 2008	Wednesday, December 31, 2008
New Year's Day	Thursday, January 1, 2009	Thursday, January 1, 2009
Memorial Day	Monday, May 25, 2009	Monday, May 25, 2009

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**December 26, 29 & 30, 2008:** While these days are not officially designated days off President Sullivan may close the University for these three normal working days. A decision on those days will be announced by the President no later than October 1, 2008. These extra holiday days are given to provide as much opportunity for staff to enjoy the holiday season while maintaining necessary university functions. Supervisors will work with staff regarding necessary assignments and procedures for payroll.

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**Maintaining Operations:** As in the past, it is anticipated that a complete shutdown of all operations for all holidays is impractical. Each administrator will determine the degree of operation and staff required during the holiday period, and advise appropriate departments well in advance of the particular holiday so that proper arrangements can be made for telephone services, emergencies, etc.

**Non-Exempt Personnel**

Eligibility requirements and overtime pay provisions may be found under the holiday section of the applicable documents for non-exempt employees.

Personal Holidays (Code 515) may be taken when an employee wishes, provided one week's advance notice is given, and/or as specified in the applicable bargaining unit agreement.

**Please call Human Resources ext. 5596 if there are any questions.**

*Please circulate within your department.*