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Please Circulate and Post

TO: All Support Staff Employees
FROM: Lynne M. Motyl
 Associate Vice President for Human Resources and Diversity
SUBJECT: 2018 Holiday Schedule
DATE: November 6, 2017

The holiday schedule below applies to all support staff employees of the University except the Heating Plant and the University Police Department. Each supervisor should circulate and post this schedule on the departmental bulletin boards provided for employee information. Employees who are required to work on any scheduled holiday below to provide necessary student or University services will be paid for the holiday in accordance with the negotiated contract agreement pertaining to their classification. If a staff employee is required by their supervisor to work on the Martin Luther King holiday, the employee will be appropriately compensated, but cannot defer the earned compensatory day for use on the day after Christmas; other leave will need to be requested.

Please note, this schedule is subject to change if found to be in conflict with the official 2018 University calendar or for other reasons.

<u>University Scheduled Holiday:</u>	<u>Holiday:</u>
Monday, January 1, 2018	New Year's Day - 2018*
Monday, January 15, 2018	Martin Luther King Jr.*
Monday, May 28, 2018	Memorial Day*
Wednesday, July 4, 2018	Independence Day*
Monday, September 3, 2018	Labor Day*
Thursday, November 22, 2018	Thanksgiving Day*
Friday, November 23, 2018	Day after Thanksgiving (Floating Holiday for <u>AFSCME Only</u>)
Tuesday, December 25, 2018	Christmas Day*
Thursday, December 27, 2018	President's Day**
Friday, December 28, 2018	Columbus Day**
Monday, December 31, 2018	Veteran's Day**
Tuesday, January 1, 2019	New Year's Day - 2019*

Reminder: Monday shall be recognized as a holiday for all holidays occurring on a Sunday, and Friday for all holidays occurring on a Saturday for those employees on a normal Monday through Friday work week.

The rescheduled minor holidays are earned on the actual Commonwealth holiday. For employees who terminate during the calendar year, payment for unused minor holidays will be made in accordance with the appropriate Collective Bargaining Agreement. For new employees hired in 2018, appropriate accumulated leave or leave without pay must be used for rescheduled minor holidays not earned by the employee.

Due to the number of minor holidays earned during the calendar year, employees choosing to be off work must use a day of leave for the work day after Christmas (Wednesday, December 26, 2018). The remaining days of the work week will be applied against accrued minor holidays. Applying for available annual, personal or leave without pay will be acceptable for the day after Christmas.

If you have any questions, please feel free to call the Human Resources Office at ext. 2070.

*Major Holiday
 **Rescheduled Minor Holiday