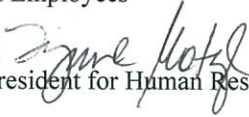




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Please Circulate and Post

TO: All Support Staff Employees
FROM: Lynne M. Motyl 
 Assistant Vice President for Human Resources
SUBJECT: 2017 Holiday Schedule
DATE: November 14, 2016

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 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 2017 University calendar or for other reasons.

University Scheduled Holiday:

Monday, January 2, 2017
 Monday, January 16, 2017
 Monday, May 29, 2017
 Tuesday, July 4, 2017
 Monday, September 4, 2017
 Thursday, November 23, 2017
 Friday, November 24, 2017
 Monday, December 25, 2017
 Wednesday, December 27, 2017
 Thursday, December 28, 2017
 Friday, December 29, 2017
 Monday, January 1, 2018

Holiday:

New Year's Day - 2017*
 Martin Luther King Jr.*
 Memorial Day*
 Independence Day*
 Labor Day*
 Thanksgiving Day*
 Day after Thanksgiving (Floating Holiday for AFSCME Only)
 Christmas Day*
 President's Day**
 Columbus Day**
 Veteran's Day**
 New Year's Day - 2018*

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 2017, 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 must use a day of leave for the work day after Christmas (Tuesday, December 26, 2017). 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