

MOUNT HOLYOKESM

OFFICIAL COLLEGE HOLIDAYS
2008 - 2009

<u>HOLIDAY</u>	<u>OFFICES CLOSED</u>
Independence Day Friday, July 4	- Friday, July 4, 2008
* <i>Labor Day</i> Monday, September 1	- Monday, September 1, 2008
Thanksgiving Day Thursday, November 27	- Noon, Wednesday, November 26, 2008 and reopen Monday, December 1, 2008
Christmas Day Thursday, December 25	- Wednesday, December 24, 2008 and reopen Monday, December 29, 2008
New Years Day Thursday, January 1	- Thursday January 1, 2009 and reopen Monday, January 5, 2009
Martin Luther King Day Monday, January 19	- Monday, January 19, 2009
* <i>Memorial Day</i> Monday, May 25	- Monday, May 25, 2009

Employees may choose an additional two (2) days as paid holidays. These days may be either federal, state, religious or any other day(s) the employee may choose to be approved by the Academic Chair or Department Head. Because of varied religious practices of Mount Holyoke College's employees, Academic Chairs and Department Heads are encouraged to approve employee requests for time off for the observance of the religious holidays or practices.

The total number of paid holidays for the fiscal year 2008-2009 is 13 1/2.

The College will permit some additional flexibility to offices during the workdays between Christmas and New Years holidays. The College will not officially close during this period; however, individual offices may close if operational needs permit, and if all members of the office wish to take the time off. (e.g.: vacation, floating holiday)

**On these holidays, certain offices or departments may have to remain open even if operating at a reduced staff. An employee required to work on such a holiday will be given another day off with pay in lieu of that holiday, such day to be approved by the Academic Chair or Department Head.*