

MOUNT HOLYOKE[™]

OFFICIAL COLLEGE HOLIDAYS 2009 - 2010

| <u>HOLIDAY</u> | <u>OFFICES CLOSED</u> |
|--|--|
| Independence Day Saturday, July 4 | - Friday, July 3, 2009 |
| <i>*Labor Day</i> Monday, September 7 | - Monday, September 7, 2009 |
| Thanksgiving Day Thursday, November 26 | - Noon, Wednesday, November 25, 2009 and reopen Monday, November 30, 2009 |
| Christmas Day Friday, December 25 | - Thursday, December 24, 2009 and reopen Tuesday, December 29, 2009 |
| New Years Day Friday, January 1 | - Friday January 1, 2010 and reopen Monday, January 4, 2010 |
| Martin Luther King Day Monday, January 18 | - Monday, January 18, 2010 |
| <i>*Memorial Day</i> Monday, May 31 | - Monday, May 31, 2010 |

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 2009-2010 is 12 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.*