



BELLARMINE UNIVERSITY

## HOLIDAYS FOR 2011-2012

Listed below are the holidays to be observed by all members of University Staff during fiscal year 2011-2012.

### FULL HOLIDAYS

(ALL ACTIVITIES SUSPENDED, INCLUDING SWITCHBOARD)

<b>2011</b>	July 4	Independence Day	Monday
	September 5	Labor Day	Monday
	November 24 & 25	Thanksgiving	Thursday & Friday
	December 23 through January 2, 2011 (inclusive)	Christmas Break*	Multiple days
<b>2012</b>	January 16	Dr. Martin Luther King Jr.	Monday
	March 9	Spring Break	Friday
	April 6	Good Friday	Friday
	May 28	Memorial Day	Monday

**Additional Holiday:** The University Staff are granted a paid holiday to celebrate their birthdays. To the extent possible, the holiday should be taken on the individual's actual birthday or within a week prior to or after the birthday. However, supervisors can exercise their discretion in approving this time off.

*\*During the Christmas holidays, most employees are allowed paid time off from work. **Offices may be minimally staffed during this period.** However, we must be mindful of our obligation to serve our "customers." Each department is responsible for developing its own holiday schedule as approved by the appropriate vice president to insure phone coverage and the availability of office personnel to assist visitors. Those persons who work in the skeletal crew on any or all of those dates shall receive Other Paid Time Off if they are exempt. If an employee is non exempt, they will be paid for the hours worked plus Other Paid Time Off. The overall concept is that we are closed, but available, between Christmas and New Year's.*

