



Oregon  
University  
System

**Memorandum**

Date: October 12, 2009  
To: Chancellor's Office Unclassified Employees  
From: Denise Yunker, Human Resources  
Re: Holidays for Unclassified Employees

**Office of the Chancellor  
Human Resources Div.**  
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The following is a list of observed holidays for unclassified employees for the next twelve months.

Thanksgiving Day	Thursday, November 26, 2009
Day after Thanksgiving	Friday, November 27, 2009
Christmas Day	Friday, December 25, 2009
New Year's Day	Friday, January 1, 2010
Martin Luther King Jr. Day	Monday, January 18, 2010
Memorial Day	Monday, May 31, 2010
Independence Day	Monday, July 5, 2010
Labor Day	Monday, September 6, 2010

If a holiday falls on an employee's regularly scheduled day off, the holiday may be rescheduled.

Special Day of Leave

Governor Kulongoski has granted unclassified employees an additional day of leave for use in conjunction with Thanksgiving, Christmas or New Year's Day. This leave is eight hours for full time employees and pro-rated for part time employees. The employee must be employed as of the day prior to the applicable holiday.

Employees may request to use this day of paid leave on the regular workday immediately before or immediately after the observed Thanksgiving, Christmas, or New Year's holiday. Because the Chancellor's Office includes the day after Thanksgiving as a holiday, the special day of leave is not used on Friday, November 28, 2009.

The employee and supervisor must coordinate schedules to maintain regular services on days when special leave may be taken. If those days are not available to an employee, the day of leave may be requested and taken on or before January 31, 2010.

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This memorandum does not apply to represented classified employees, whose holiday observance provisions are outlined in their collective bargaining agreement.