Memorandum

Date: October 1, 2013

To: Chancellor’s Office Unclassified Employees

From: Louise Melton-Breen, Human Resources

Re: Holidays for Unclassified Employees

2013-14 observed holidays for the next twelve months:

- Thanksgiving Day  Thursday, November 28, 2013
- Day after Thanksgiving  Friday, November 29, 2013
- Christmas Day  Wednesday, December 25, 2013
- New Year’s Day  Wednesday, January 1, 2014
- Martin Luther King Jr. Day  Monday, January 20, 2014
- Memorial Day  Monday, May 26, 2014
- Independence Day  Friday, July 4, 2014
- Labor Day  Monday, September 1, 2014

- If a holiday falls on an employee’s regularly scheduled day off, the holiday may be rescheduled.
- A full-time employee receives eight hours of paid time off for each observed holiday.
- A part-time (less than 1.0 FTE) employee receives paid time off on a pro-rata basis for each observed holiday.
- Temporary and student employees are not eligible for time off with pay on an observed holiday.
- An employee on vacation or sick leave on an observed holiday reports the day as holiday leave.

Chancellor’s Office classified employee holiday leave provisions are described in Article 42 of the OUS-SEIU Local 503 OPEU collective bargaining agreement. In 2013, Christmas Eve Day is observed on Tuesday, December 24, and Christmas Day is observed on Wednesday, December 25.