



October 26, 2009

To: All Faculty and Staff  
 From: Mike Dougherty  
 Associate Vice President for Human Resources  
 Subject: 2010 Alternative Holiday Schedule

At the recommendation of the University Calendar Committee, President Scoggins has approved the following Alternative Holiday Schedule for 2010:

**2010 Alternative Holiday Schedule**

January 1, 2010	Friday	New Year's Day
May 31, 2010	Monday	Memorial Day
July 5, 2010	Monday	Independence Day (observed)
November 25, 2010	Thursday	Thanksgiving Day
November 26, 2010	Friday	Day after Thanksgiving (in lieu of Martin Luther King Day)

**Winter Break (12/27/10 through 12/31/10)**

December 27, 2010	Monday	Christmas Day (observed)
December 28, 2010	Tuesday	In lieu of President's Day
December 29, 2010	Wednesday	In lieu of Labor Day
December 30, 2010	Thursday	In lieu of Columbus Day
December 31, 2010	Friday	In lieu of Veterans Day

Please note for your planning purposes, Monday, January 3, 2011, may be recommended as a holiday for the 2011 calendar year. However, this will be part of the 2011 calendar and must be recommended by next year's Calendar Committee to the President before becoming final.

Employees may request to substitute Cesar Chavez Day (observed Wednesday, March 31) in lieu of another holiday within the same **FISCAL** year. When considering such requests, an office must be open and minimally operational on both days and employees must be able to perform work. Supervisors are asked to consult with Human Resources prior to granting any requests.

**Note:** Anyone who is required to work an established holiday must be permitted to take an alternate day off before the end of the **calendar** year in which the holiday is observed.