

**PLEASE CIRCULATE AND/OR POST**

TO: Staff  
FR: Kay L. Drake  
RE: 2009-2010 Holiday Schedule  
DT: April 29, 2009

To allow for efficient scheduling, the holiday schedule for September 1, 2009-August 31, 2010 is listed below. You will be notified in advance in the unlikely event of changes to this schedule.

**2009-2010 HOLIDAY SCHEDULE**

**OBSERVED**

1. THANKSGIVING THURSDAY & FRIDAY, NOVEMBER 26<sup>th</sup> & 27<sup>th</sup>
2. CHRISTMAS THURSDAY, DECEMBER 24, FRIDAY, DECEMBER 25. MONDAY, DECEMBER 28-FRIDAY, JANUARY 1
3. MEMORIAL DAY MONDAY, MAY 31<sup>st</sup>
4. INDEPENDENCE DAY MONDAY, JULY 5<sup>th</sup>

NOTE: While the College will be officially closed during the designated days listed above at Christmas, it will be necessary for some individuals to work. Supervisors should notify any of their direct reports in advance if they will be required to work due to the nature of their job.

Please note there are no floating holidays for the 2009-2010 academic year.