



**HUMAN RESOURCES
MEMORANDUM**

To: All Faculty, Staff, and Administrators
From: Teri Phillips
Re: Holiday Schedule through 2012 – 2013
Date: January 23, 2012

For your information and planning purposes, here is the schedule of university holidays through the remainder of this fiscal year and for fiscal year 2012 – 2013.

Fiscal Year 2011 – 2012

February 20 (Monday)
April 6 (Friday)
May 28 (Monday)

HOLIDAYS

Presidents' Day
Good Friday
Memorial Day

Fiscal Year 2012 – 2013

July 4 (Wednesday)
September 3 (Monday)
November 22 & 23 (Thursday and Friday)
December 24 (Monday) through
January 1 (Tuesday)
January 21, 2013 (Monday)
February 18 (Monday)
March 29 (Friday)
May 27 (Monday)

HOLIDAYS

Independence Day
Labor Day
Thanksgiving
Christmas and New Year's Break

Martin Luther King, Jr. Birthday
Presidents' Day
Good Friday
Memorial Day

A few reminders:

1. Some offices are required to be open on some or all holidays. Please determine within your divisions and departments which offices and services should be open on holidays to provide an appropriate level of support to the campus community.
2. In order to receive pay on these holidays you must be a benefits-eligible employee. Typically that applies to faculty members, staff and administrators who are in regularly scheduled, ongoing positions with PLU working at least .5 FTE (half-time) or more.
3. Employees who are leaving employment with the university must work at least one day after a holiday to receive holiday pay. For example: someone who resigns during December will not be paid for the Christmas holiday break unless he or she actively works at least one day in January.
4. Essential personnel may be required to work during these holiday periods. Each department head is responsible for determining the necessary work schedule and staffing arrangements.
5. When certain benefits eligible nonexempt (staff) employees are required to work on university holidays, they will be paid at the rate of one and one-half times the normal hourly rate in addition to holiday pay.
6. When exempt (administrator) employees are required to work on university holidays, they may request other time off as their work schedules and obligations permit. Since administrators are expected to work long hours when needed, it is acceptable for department heads to allow some flexibility with their work schedules occasionally. However, please remember that by law and by policy exempt employees are not eligible for overtime pay or compensatory time off.