



**HUMAN RESOURCES
MEMORANDUM**

To: All Faculty, Staff, and Administrators
From: Teri Phillips
Re: Holiday Schedule through 2016 – 2017
Date: January 8, 2016

For your information and planning purposes, here is the schedule of university holidays through the remainder of this fiscal year and for fiscal year 2016 – 2017.

Fiscal Year 2015 – 2016

January 18 (Monday)
February 15 (Monday)
March 25 (Friday)
May 30 (Monday)

HOLIDAYS

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

Fiscal Year 2016 – 2017

July 4 (Monday)
September 5 (Monday)
November 24 & 25 (Thursday and Friday)
December 26 -30 (Monday - Friday)
January 2 (Monday)
January 16 (Monday)
February 20 (Monday)
April 14 (Friday)
May 29 (Monday)

HOLIDAYS

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