

# Dickinson

**TO:** All Full and Part Time Administration, Faculty and Support Staff  
**FROM:** Brontè Burleigh-Jones, Vice President of Finance and Administration  
**SUBJECT:** 2016-17 Holiday Schedule  
**DATE:** March 9, 2016

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I am very pleased to inform you that President Roseman has authorized the continuation of the additional paid holidays for the 2016 – 17 fiscal year. In addition to providing the employees of the campus community with extended time to refresh and spend time with family and friends, these closings will also afford an opportunity for significant energy savings. The decision to authorize additional days takes into account the day of week upon which the holidays fall; coordination with the academic calendar; and energy savings to the college. We hope that each of you will enjoy the opportunity for the additional downtime during the coming year.

The college will be observing the following holidays during the 2016-17 fiscal year.

Monday, July 4, 2016	Independence Day
Wednesday, November 23, 2016*	Additional Paid Closing Day*
Thursday, November 24, 2016	Thanksgiving Day
Friday, November 25, 2016	Friday after Thanksgiving Day
Wednesday, December 21, 2016*	Additional Paid Closing Day*
Thursday, December 22, 2016*	Additional Paid Closing Day*
Friday, December 23, 2016*	Additional Paid Closing Day*
Monday, December 26, 2016	Observance of Christmas Day
Tuesday, December 27, 2016	Day after Christmas Day
Wednesday, December 28, 2016	Additional Holiday Break Closing
Thursday, December 29, 2016	Additional Holiday Break Closing
Friday, December 30, 2016	Additional Holiday Break Closing
Monday, January 2, 2017	Observance of New Year's Day
Tuesday, January 3, 2017*	Additional Paid Closing Day*
Monday, May 29, 2017	Memorial Day
Two Floating Holidays New employees are eligible for:	Must be arranged with departmental supervisor Two floating holidays, if start date is prior to January 1 <sup>st</sup> One floating holiday if start date is prior to March 1 <sup>st</sup>

Minimal staffing during holidays may be required in certain departments. Supervisors may also require employees to work hours other than those normally scheduled. If a nonexempt employee is required to work on a regular designated college holiday, he or she will be paid in accordance with the holiday pay policy in the [Employee Handbook](#).

Any employee who is required to work on the additional days\* will receive double time for any hours worked.

*Please note that all departments will be open on Labor Day, Monday, September 5, 2016.*