

Dickinson

TO: All Full and Part Time Staff and Faculty
FROM: Brontè Burleigh-Jones, Vice President of Finance and Administration
SUBJECT: 2018-19 Holiday Schedule
DATE: March 26, 2018

I am very pleased to inform you that President Ensign has authorized the continuation of the additional paid holidays for the 2018 – 19 fiscal year and she has added an additional third floating holiday. 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 2018-19 fiscal year.

Wednesday, July 4, 2018	Independence Day
Wednesday, November 21, 2018*	Additional Paid Closing Day*
Thursday, November 22, 2018	Thanksgiving Day
Friday, November 23, 2018	Friday after Thanksgiving Day
Monday, December 24, 2018*	Additional Paid Closing Day*
Tuesday, December 25, 2018	Christmas Day
Wednesday, December 26, 2018	Day after Christmas Day
Thursday, December 27, 2018	Additional Holiday
Friday, December 28, 2018	Additional Holiday
Monday, December 31, 2018	Additional Holiday
Tuesday, January 1, 2019	New Year's Day
Wednesday, January 2, 2019*	Additional Paid Closing Day*
Thursday, January 3, 2019*	Additional Paid Closing Day*
Friday, January 4, 2019*	Additional Paid Closing Day*
Monday, May 27, 2019	Memorial Day
Three Floating Holidays New employees are eligible for:	Must be arranged with departmental supervisor Three floating holidays if start date is prior to September 1 st Two floating holidays if start date is prior to December 1 st One floating holiday if start date is prior to March 1 st

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 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 paid closing days* will receive double time for any hours worked.

Please note that all departments will be open on Labor Day, Monday, September 3, 2018.