

Dickinson

TO: All Full and Part Time Staff and Faculty
FROM: Brontè Burleigh-Jones, Vice President of Finance and Administration
SUBJECT: 2020-21 Holiday Schedule
DATE: February 24, 2020

I am very pleased to inform you that President Ensign has authorized the continuation of the additional paid holidays for the 2020 – 21 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 2020-21 fiscal year. Weekend days are noted for staff regularly scheduled to work on Saturday and/or Sunday.

Friday, July 3, 2020	Independence Day Observed
Saturday, July 4, 2020	Independence Day
Wednesday, November 25, 2020*	Additional Paid Closing Day*
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Friday after Thanksgiving Day
Sunday, December 20, 2020*	Additional Paid Closing Day*
Monday, December 21, 2020*	Additional Paid Closing Day*
Tuesday, December 22, 2020*	Additional Paid Closing Day*
Wednesday, December 23, 2020*	Additional Paid Closing Day*
Thursday, December 24, 2020*	Additional Paid Closing Day*
Friday, December 25, 2020	Christmas Day
Saturday, December 26, 2020	Additional Holiday
Sunday, December 27, 2020	Additional Holiday
Monday, December 28, 2020	Day after Christmas Day
Tuesday, December 29, 2020	Additional Holiday
Wednesday, December 30, 2020	Additional Holiday
Thursday, December 31, 2020	Additional Holiday
Friday, January 1, 2021	New Year's Day
Saturday, January 2, 2021*	Additional Paid Closing Day*
Monday, May 31, 2021	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.

Non-exempt employees who are 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 7, 2020.