The College will observe the following holidays through the end of the 2015-16 fiscal year:

- **Independence Day**  
  Friday  
  July 3, 2015
- **Labor Day**  
  Monday  
  September 7, 2015
- **Thanksgiving Day**  
  Thursday  
  November 26, 2015
- **Christmas**  
  Friday  
  December 25, 2015
- **New Year’s Day**  
  Friday  
  January 1, 2016
- **Martin Luther King Day**  
  Monday  
  January 18, 2016
- **Memorial Day**  
  Monday  
  May 30, 2016

**Winter Shutdown:**

The College will be closed this year from Thursday, December 24, 2015, through Friday, January 1, 2016. Employees represented by the OCSA will have holidays on December 24, 25, 28, 29 & January 1. Those not scheduled to work may cover December 30 & 31 with their floating holiday, personal days, or vacation days. Any employee who is requested to work on a non-designated holiday during the winter shutdown shall be paid at his or her regular rate of pay. Any employee who is required to work on a designated holiday shall be paid in accordance with the provisions of Section 6.02 (a) and (b) of the contract.

Religious holidays or the day after Thanksgiving can be observed by using an agreed upon floating holiday. Employees who are required to work on Easter Sunday shall be compensated for hours worked at one and one-half times their hourly rate.

If you have questions about time-keeping during holidays and Winter Shutdown please refer to your contract. You may inquire of your union steward or the Payroll Department, but please be aware that it is the responsibility of the Department of Human Resources to advise Payroll on contract interpretation.