The College will observe the following holidays through the end of the 2016-17 fiscal year:

- **Memorial Day**: Monday, May 30, 2016
- **Independence Day**: Monday, July 4, 2016
- **Labor Day**: Monday, September 5, 2016
- **Thanksgiving Day**: Thursday, November 24, 2016
- **Winter Shutdown**: Saturday, December 24, 2016; Sunday, January 1, 2017
- **Martin Luther King Day**: Monday, January 16, 2017
- **Memorial Day**: Monday, May 29, 2017

The autumn recess will be the week of October 17, 2016 and the spring recess will be the week of March 20, 2017.

### Winter Shutdown

The College will be closed this year from Saturday, December 24, 2016, through Sunday, January 1, 2017. Employees represented by OCOPE will have a choice of three scenarios for their holidays:

1. **Scenario 1**: Holidays on December 26, 27, 28 & 30 and may cover December 29 with a Fall or Spring Break day, a personal day, vacation day, or allotted Winter Shutdown day per Section 14.019(c)
2. **Scenario 2**: Holidays on December 23, 26, 27 & 28 and may cover December 29 & 30 with Fall or Spring Break days, personal days, vacation days, or allotted Winter Shutdown days per Section 14.01(c)
3. **Scenario 3**: Holidays on December 26, 27, 28 & January 2 and may cover December 29 & 30 with a Fall or Spring Break days, personal days, vacation days, or allotted Winter Shutdown days per Section 14.01(c)

Employees choosing scenario 2 or 3 must make arrangements in advance with their supervisor. Seniority prevails in offices with more than one AA. AA’s will need to indicate on their timesheet which of the above options they choose.

Since 2016 is a leap year, OCOPE employees who were in active pay status on February 29, 2016 and remain in active pay status will be allotted an additional Winter Shutdown day to use in place of one day listed above.

### If any AA is required to work during the Winter Shutdown

If any AA is required to work during the Winter Shutdown, he or she will be paid in accordance with appropriate contract provisions. In order to get paid, AA’s must have prior authorization from their supervisor. **NOTE: The supervisor should contact the Department of Human Resources prior to granting approval.**

Religious holidays or the day after Thanksgiving can be observed by using Spring/Fall Break days (OCOPE).

OCOPE members who have questions about time-keeping during holidays and Winter Shutdown should refer to their 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.