TO: OCSA Employees
FROM: Department of Human Resources
DATE: April 20, 2016
SUBJECT: Holidays in 2016-17

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

- Labor Day: Monday, September 5, 2016
- Thanksgiving Day: Thursday, November 24, 2016
- Christmas: Sunday, December 25, 2016
- New Year’s Day: Sunday, January 1, 2017
- Martin Luther King Day: Monday, January 16, 2017
- Memorial Day: Monday, May 29, 2017

Winter Shutdown:

The College will be closed this year from Monday, December 26, 2016, through Friday, December 30, 2017. Employees represented by the OCSA will have holidays on December 25 & January 1 plus December 24, 27 & 31 will also be paid. Those not scheduled to work may cover December 26, 28, 29 & 30 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.