TO: UAW Employees  
FROM: Department of Human Resources  
DATE: April 29, 2016  
SUBJECT: Holidays in 2016-17

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
- **Christmas Day**: Sunday, December 25, 2016
- **New Year 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 Saturday, December 24, 2016, through Sunday, January 1, 2017. For employees represented by the UAW, **December 25 & January 1** will be designated holidays as well as December 26, 27 & 28. December 29 & 30 will be designated as paid shutdown days at the employee’s regular rate per Article 5.3b.

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 Department of Human Resources, but please be aware that it is the responsibility of the Department of Human Resources to advise Payroll on contract interpretation.

Other limited shutdowns may occur during the year when operational needs require a reduced workforce; for example, holiday periods when several dining halls are closed.

**Reminder:** Article 5.2 (b) states: “To be eligible for holiday pay, employees must work the last scheduled day prior to the holiday and the first scheduled day after the holiday, unless they are sick on one or both of those days and submit the appropriate medical documentation upon his or her return. In computing holiday pay, the employee’s regularly scheduled day shall be utilized.”