

Holiday Leave 2009*

Holiday	Date	Observed By
Independence Day	Friday, July 3, 2009	All
Labor Day	Monday, September 7, 2009	All
Thanksgiving Day	Thursday, November 26, 2009 Friday, November 27, 2009	All
Christmas Eve Day	Thursday, December 24, 2009	Classified Employees Only
Christmas Day	Friday, December 25, 2009	All

Holiday Leave 2010*

Holiday	Date	Observed By
New Year's Day	Friday, January 1, 2010	All
Martin Luther King's Birthday	Monday, January 18, 2010	All
Memorial Day	Monday, May 31, 2010	All

*The HEC follows the SOU Ashland campus schedule

Additional Day of Paid Leave

Classified Employees: Full-time classified employees receive eight hours of leave, prorated for part-time staff. This day may be used on the day before Christmas (Dec. 23 since Dec. 24 is already a holiday), the day after Christmas or the day before or after the New Year's Day. Classified employees must be employed on or before December 24 to be eligible for this additional day of leave. If work requirements prevent an employee from using the leave at Christmas or New Year's, the employee may use the paid leave until June 30, 2009 or it is forfeited.

Unclassified Employees: The Governor recently announced that he has granted the special day of leave (Governor's Day) for unclassified employees (pro-rated for employees working less than 1.0 FTE), which may be used pre-Thanksgiving or the workday before or after Christmas or New Year's Day. Unclassified employees who are unable to be away from their duties to take the additional day of paid leave in the current year may use the paid leave until June 30, 2009 or it is forfeited.

Employees Who Must Work Holidays

Classified employees receive compensatory time off for all holiday time worked unless an employee elects to receive cash, calculated at time-and-one-half, when they are required or allowed to work on days recognized as legal holidays. Provisions governing holiday scheduling and holiday work compensation are contained in Article 42 of the SEIU/OUS Collective Bargaining Agreement.

Unclassified employees (FLSA exempt and non-exempt) receive compensatory time off, calculated at time-and-one-half, for all holiday time worked.