DRAFT

M E M O R A N D U M

TO: Albany State University Employees

FROM: Larry Wakefield (_____)

SUBJECT: Holiday Schedule for Fiscal Year 2014

DATE:

HOLIDAYS	DAY(S) OF WEEK	DATES	NO. OF DAY(S)
Independence Day	Thursday	July 4, 2013	1
Labor Day	Monday	Sept 2, 2013	1
Thanksgiving	Wed, Thurs, and Fri	Nov 27,28, and 29 2013	3
Christmas	Mon, Tues, Wed, and Thurs	Dec 23, 24, 25 and 26, 2013	4
New Year	Wednesday	Jan 1, 2014	1
Martin Luther King, Jr. Day	Monday	Jan 20, 2014	1
Memorial Day	Monday	May 26, 2014	1

As we conclude the 2013 calendar year, it is an appropriate time to redistribute our holiday schedule for the 2013-2014 fiscal year.

Supervisors in areas which must provide services on holidays should permit as many of their employees as possible to follow the holiday schedule. The remaining employees should be permitted to take equivalent time off, either before or after each holiday.

The twelve authorized holidays are established as eight-hour days. Therefore, any hours over eight on an established holiday will be charged to the employee's annual leave balance. Offices must be open on all days which are not specifically designated as holidays. If days in excess of those listed are requested, the employee must file a request for annual leave in advance. Sick leave requests will not be honored for days taken immediately preceding or following the holiday periods unless they are taken as a result of a continuous illness.

Student employees and employees working on a temporary basis are not considered regular employees and are not entitled to receive holiday privileges.

Please contact Human Resources Management if you have any questions.