

DRAFT

MEMORANDUM

TO: Albany State University Employees

FROM: Larry Wakefield (_____)

SUBJECT: Holiday Schedule for Fiscal Year 2017

DATE:

HOLIDAYS	DAY(S) OF WEEK	DATES	NO. OF DAY(S)
Independence Day	Monday	July 4, 2016	1
Labor Day	Monday	Sept 5, 2016	1
Thanksgiving	Wed, Thurs, and Fri	Nov 23, 24 and 25, 2016	3
Christmas	Mon, Tue, Wed, Thu	Dec 26, 27, 28, and 29, 2016	4
New Year	Monday	Jan 2, 2017	1
Martin Luther King, Jr. Day	Monday	Jan 16, 2017	1
Memorial Day	Monday	May 29, 2017	1

As we conclude the 2016 calendar year, it is an appropriate time to redistribute our holiday schedule for the 2016-2017 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.