

Bowdoin College

Memorandum

To: All_Employees
From: Tama Spoerri, Director of Human Resources
Date: September 27, 2010
Subject: 2011 College Holidays

The following are the approved Holidays for the 2011 calendar year. In addition, because of the way the holiday calendar falls for the 2010 Christmas and New Year's holidays, the President has declared two additional days off on December 28th and 29th as listed below. We were able to save on energy costs last year and with the way the calendar falls this year, we will close college buildings from Friday December 24th through Sunday January 2nd, 2011.

We recognize that some offices at the College must remain open during this period and that some employees will not be able to enjoy these extra days during the holiday week. We will work with managers to provide a corresponding 2 additional days either in the week leading up to the holidays or prior to the fiscal year end, June 2011. Senior managers will be in touch with their offices to discuss these plans. If you have any questions, please contact your supervisor or the Human Resources office x3837

Part of the 2010 Holiday Schedule (revised)

<i>Friday December 24, 2010</i>	<i>Christmas Eve Holiday</i>
<i>Monday December 27, 2010</i>	<i>Christmas Holiday (observed)</i>
<i>Tuesday, December 28, 2010</i>	<i>Special Day off</i>
<i>Wednesday, December 29, 2010</i>	<i>Special Day off</i>
<i>Thursday, December 30, 2010</i>	<i>New Year's Eve 2010 Holiday (observed)</i>
<i>Friday, December 31, 2010</i>	<i>New Year's Day 2010 Holiday (January 1, 2011)</i>

2011 Holidays

Saturday, January 1, 2011	New Year's Day (Observed in 2010 – see above)
Monday, January 17	Martin Luther King Day (classes not in session)
Monday, February 21	Presidents' Day
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Wednesday thru Friday, November 23-25	Thanksgiving Holidays (3 days)
Friday, December 23	Christmas Eve Holiday (observed)
Monday, December 26	Christmas Holiday (observed-Christmas on Sunday)
Friday, December 30	New Year's Eve (observed)

Part of the 2012 Holiday Schedule

<i>Monday, January 2, 2012</i>	<i>New Year's Day (observed)</i>
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Over the course of the year, while the College's administrative offices may be officially observing a holiday (indicated above), employees in some offices may be required to work to support students, the academic program and/or a general business need (i.e. Labor Day, an observed New Year's Day, President's Day, Independence Day, etc.). In these instances employees are encouraged to save the holiday to be used at a later date with supervisory approval.

In addition, Academic year employees do not receive holidays that fall outside of the standard academic calendar that they are scheduled to work. Those with academic year assignments that end prior to commencement do not receive Memorial Day or Independence Day. Academic year employees who work beyond Memorial Day, do receive the holiday, however they do not receive Independence Day.