To: All Employees  
From: Tama Spoerri, Director of Human Resources  
Date: November 4, 2014  
Subject: 2015 College Holidays

As President Mills announced at the SSAC fall social last week, the College will celebrate four special “president’s days off” during the upcoming holiday season.

Combined with the official College holidays (Dec. 24, 25, 31, and Jan. 1), these additional days off (Dec. 26, 29, 30, and Jan. 2) mean that the College will be closed from December 24-26 and again December 29-January 2. The College will re-open officially for regular business hours on Monday, January 5, 2015.

In addition, please remember that the College will be closed this month for Thanksgiving on Wed., November 26 through Friday, November 28.

We recognize there are some employees whose jobs require them to work during this time, and we encourage supervisors to make arrangements with employees to provide a corresponding number of days off at other times.

Below are the approved College Holidays for the 2015 calendar year.

### 2015 Holidays

- **Thursday, January 1, 2015**  New Year’s Day
- **Monday, January 19**  Martin Luther King Day (classes in session)
- **Monday, February 16**  Presidents’ Day
- **Monday, May 25**  Memorial Day
- **Friday, July 3**  Independence Day (observed)
- **Monday, September 7**  Labor Day
- **Wednesday thru Friday, November 25-27**  Thanksgiving Holidays (3 days)
- **Thursday, December 24**  Christmas Eve Holiday
- **Friday, December 25**  Christmas Holiday
- **Thursday, December 31**  New Year’s Eve

### Part of the 2016 Holiday Schedule

- **Friday, January 1, 2016**  New Year’s Day

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. Martin Luther King Day, Labor Day, President’s 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.

If you have any questions, please contact Human Resources.