Bowdoin College

Memorandum

To: All Employees

From: Tama Spoerri, Vice President of Human Resources

Date: November 10, 2017

Subject: 2018 College Holidays

The holiday schedule starting in 2017 and for each year going forward includes additional days off that bridge the traditionally observed Christmas and New Year's holidays. This year, the days are December 27-28th. These additional days off will be treated as they have been in the past as "special days off", not holidays, for payroll purposes. While we recognize there are some employees who will need to work during this time, supervisors are encouraged to work with their staff to provide them with other time off.

Below are the approved Holidays for the remainder of 2017 and the upcoming 2018 calendar year.

2017 Holidays

Wednesday thru Friday, November 22-24	Thanksgiving Holidays (3 days)
Monday December 25	Christmas Holiday
Tuesday, December 26	Christmas Eve Holiday (observed)
College break December 27-28th	Offices closed
Friday, December 29	New Year's Eve (observed)

2018 Holidays

Monday, January 1, 2018	New Year's Day
Monday, January 15	Martin Luther King, Jr. Day
Monday, February 19	Presidents' Day
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Wednesday thru Friday, November 21 -23	Thanksgiving Holidays (3 days)
Monday, December 24	Christmas Eve Holiday
Tuesday December 25	Christmas Holiday
College break December 26-28	Offices Closed
Monday, December 31	New Year's Eve

Part of the 2019 Holiday Schedule

Tuesday, January 1, 2019	*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. 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.

Human Resources

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