

## MEMORANDUM

To: All Faculty and Staff  
From: Richard L. Anderson  
Date: September 1, 2011  
Re: 2012 Holiday Schedule

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Attached is a copy of the approved 2012 Holiday Schedule. I have also attached the approved 2011 Holiday Schedule.

The holiday schedule for 2012 reflects 15 total holidays. The holiday schedule can be found on the University's web-site at <http://southwestern.edu/hr/>.

The University will continue the pilot Summer Friday Off (SFO) program in July, 2012, and the University will be closed July 6, 13, 20, and 27. The program details and questions and answers will be distributed by the Human Resources Office in early 2012.

If you have any questions or comments regarding the holiday schedule, please call the Human Resources department at ext. 1435.

Attachments

## SOUTHWESTERN UNIVERSITY

### SCHEDULE OF UNIVERSITY PAID HOLIDAYS JANUARY 1, 2012 TO DECEMBER 31, 2012

DAYS	DATE	HOLIDAY	SPECIAL NOTE
(1)	January 2, 2012 (Monday)	New Year's Day	University offices* will close at 5:00 p.m. on Thursday, December 22, 2011 and reopen on Tuesday, January 3, 2012.
(1)	January 16, 2012 (Monday)	Dr. Martin Luther King Jr.'s Birthday (Observed)	University offices* will close at 5:00 p.m. on Friday, January 13, 2012 and reopen on Tuesday, January 17, 2012.
(1)	April 6, 2012 (Friday)	Good Friday	University offices* will close at 5:00 p.m. on Thursday, April 5, 2012 and reopen on Monday, April 9, 2012.
(1)	May 28, 2012 (Monday)	Memorial Day	University offices* will close at 5:00 p.m. on Friday, May 25, 2012 and reopen on Tuesday, May 29, 2012.
(1)	July 4, 2012 (Wednesday)	Independence Day	University offices* will close at 5:00 p.m. on Tuesday, July 3, 2012 and reopen on Thursday, July 5, 2012.
(1)	September 3, 2012 (Monday)	Labor Day	University offices* will close at 5:00 p.m. on Friday, August 31, 2012 and reopen on Tuesday, September 4, 2012.
(3)	November 21 through November 23, 2012 (Wednesday through Friday)	Thanksgiving	University offices* will close at 5:00 p.m. on Tuesday, November 20, 2012 and reopen on Monday, November 26, 2012.
(6)	December 24 through December 31, 2012 (Monday through Monday)	Winter Holiday Break	University offices* will close at 5:00 p.m. on Friday, December 21, 2012 and reopen on Wednesday, January 2, 2013.
<b>(15)</b>	<b>Total Holidays for 2012</b>		

\*Emergency personnel, Physical Plant employees, switchboard operators and other University employees may be designated to work on one or more holidays. If so, these employees will either be provided with an alternative holiday day or paid holiday pay in accordance with the Staff Handbook.

\*\*The University is continuing the pilot Summer Friday Off (SFO) program in July, 2012, and the University will be closed July 6, 13, 20 and 27.

**SOUTHWESTERN UNIVERSITY**

**SCHEDULE OF UNIVERSITY PAID HOLIDAYS – JANUARY 1, 2011 TO DECEMBER 31, 2011**

DAYS	DATE	HOLIDAY	SPECIAL NOTE
(1)	January 3, 2011 (Monday)	New Year's Day	University offices* will close at 5:00 p.m. on Thursday, December 23, 2010 and reopen on Tuesday, January 4, 2011.
(1)	January 17, 2011 (Monday)	Dr. Martin Luther King Jr.'s Birthday (Observed)	University offices* will close at 5:00 p.m. on Friday, January 14, 2011 and reopen on Tuesday, January 18, 2011.
(1)	April 22, 2011 (Friday)	Good Friday	University offices* will close at 5:00 p.m. on Thursday, April 21, 2011 and reopen on Monday, April 25, 2011.
(1)	May 30, 2011 (Monday)	Memorial Day	University offices* will close at 5:00 p.m. on Friday, May 27, 2011 and reopen on Tuesday, May 31, 2011.
(1)	July 4, 2011 (Monday)	Independence Day	University offices* will close at 5:00 p.m. on Thursday, June 30, 2011 and reopen on Tuesday, July 5, 2011; includes July 1, 2011 as part of the SFO program. **
(1)	September 5, 2011 (Monday)	Labor Day	University offices* will close at 5:00 p.m. on Friday, September 2, 2011 and reopen on Tuesday, September 6, 2011.
(3)	November 23 through November 25, 2011 (Wednesday through Friday)	Thanksgiving	University offices* will close at 5:00 p.m. on Tuesday, November 22, 2011 and reopen on Monday, November 28, 2011.
(6)	December 23 through December 30, 2011 (Friday through Friday)	Winter Holiday Break	University offices* will close at 5:00 p.m. on Thursday, December 22, 2011 and reopen on Tuesday, January 3, 2012.
<b>(15)</b>	<b>Total Holidays for 2011</b>		

\*Emergency personnel, Physical Plant employees, switchboard operators and other University employees may be designated to work on one or more holidays. If so, these employees will either be provided with an alternative holiday day or paid holiday pay in accordance with the Staff Handbook.

\*\*The University is continuing the pilot Summer Friday Off (SFO) program in July, 2011, and the University will be closed July 1, 8, 15, 22 and 29.