MEMORANDUM

To: All Faculty and Staff

From: Richard L. Anderson

Date: August 31, 2012

Re: 2013 Holiday Schedule

Attached is a copy of the approved 2013 Holiday Schedule. I have also attached the approved 2012 Holiday Schedule.

The holiday schedule for 2013 reflects 16 total holidays. There is a bonus holiday for December 23rd. We will revert back to a 15 day schedule in 2014.

The holiday schedule can be found on the University's web-site at: http://southwestern.edu/hr/forms.php

The University will continue the pilot Summer Friday Off (SFO) program in July, 2013, and the University will be closed July 5, 12, 19, and 26. The program details and questions and answers will be distributed by the Human Resources Office in early 2013.

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, 2013 TO DECEMBER 31, 2013

DAYS	DATE	HOLIDAY	SPECIAL NOTE
(1)	January 1, 2013 (Tuesday)	New Year's Day	University offices* will close at 5:00 p.m. on Friday, December 21, 2012 and reopen on Wednesday, January 2, 2013.
(1)	January 21, 2013 (Monday)	Dr. Martin Luther King Jr.'s Birthday (Observed)	University offices* will close at 5:00 p.m. on Friday, January 18, 2013 and reopen on Tuesday, January 22, 2013.
(1)	March 29, 2013 (Friday)	Good Friday	University offices* will close at 5:00 p.m. on Thursday, March 28, 2013 and reopen on Monday, April 1, 2013.
(1)	May 27, 2013 (Monday)	Memorial Day	University offices* will close at 5:00 p.m. on Friday, May 24, 2013 and reopen on Tuesday, May 28, 2013.
(1)	July 4, 2013 (Thursday)	Independence Day	University offices* will close at 5:00 p.m. on Wednesday, July 3, 2013, remain closed for "SFO" ** on July 5th , and reopen on Monday, July 8, 2013.
(1)	September 2, 2013 (Monday)	Labor Day	University offices* will close at 5:00 p.m. on Friday, August 30, 2013 and reopen on Tuesday, September 3, 2013.
(3)	November 27 through November 29, 2013 (Wednesday through Friday)	Thanksgiving	University offices* will close at 5:00 p.m. on Tuesday, November 26, 2013 and reopen on Monday, December 2, 2013.
(7)	December 23 through December 31, 2013 (Monday through Tuesday)	Winter Holiday Break	University offices* will close at 5:00 p.m. on Friday, December 20, 2013 and reopen on Thursday, January 2, 2014. Includes a one-time bonus holiday on December23rd.
(16)	**Total Holidays for 2013**		

*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, 2013, and the University will be closed July 5, 12, 19 and 26.

Forms/calendar

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.
(15)	**Total Holidays for 2012**		

*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.

Forms/calendar