

## 2015 HOLIDAY SCHEDULE

**Standard paid holidays for regular full-time employees for the 2015 calendar year:**

Thursday, January 1	New Year's Day
Friday, April 3	Good Friday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, December 25	Christmas Day
Friday, January 1, 2016	New Year's Day

Cabinet officers may approve, in advance, a substitute holiday **during the 30 days before or 30 days after the scheduled holiday** for any employee who is **required** to work on the designated holiday.

### **In Addition:**

Cabinet has approved **8 additional paid days off** (PDO) during the 2015 calendar year for full-time employees. The following days have been approved:

January 2  
May 22  
November 27  
December 24, 28 29, 30, 31

Cabinet officers may approve, in advance, substitute paid days off **during the 30 days before or 30 days after a paid day off** for any employee who is **required** to work on a designated paid day off.

## 2015 SUMMER SCHEDULE

In order to serve our constituents, the regularly scheduled hours of operation for all campus offices will be Monday through Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 3 p.m. There may be certain events and activities which will require offices to be open beyond the regularly scheduled hours, advanced notice will be provided to inform employees of those dates and times. Supervisors in consultation with their respective cabinet officer may arrange flexible work schedules beyond these established office hours to accommodate employees wishing to enjoy summer activities. Any flexible work schedules must be done with the understanding that sufficient staffing levels will be maintained to keep offices open and employees will continue to work their normal number of hours per week. Flexible work schedules are authorized for the period beginning May 25 through July 31.