

DATE: September 10, 2008
TO: The GSU Community
FROM: Gebe Ejigu
Executive Vice President
RE: AY 2008-09 Holiday Schedule

Please be advised of the Governors State University Holiday Schedule for the 2008-2009 academic year:

| | | |
|-------------|------------------------------|-----------------------------|
| 2008 | Thursday, November 27, 2008 | Thanksgiving Day* |
| | Friday, November 28, 2008 | Thanksgiving Day Holiday* |
| | Wednesday, December 24, 2008 | Winter Holiday* |
| | Thursday, December 25, 2008 | Winter Holiday* |
| | Friday, December 26, 2008 | UNIVERSITY CLOSED |
| | Monday, December 29, 2008 | UNIVERSITY CLOSED |
| | Tuesday, December 30, 2008 | UNIVERSITY CLOSED |
| | Wednesday, December 31, 2008 | New Year's Eve* |
| 2009 | Thursday, January 1, 2009 | New Year's Day* |
| | Monday, January 19, 2009 | Martin Luther King Jr. Day* |
| | Thursday, February 12, 2009 | Lincoln's Birthday* |
| | Monday, May 25, 2009 | Memorial Day* |

* The dates identified with an asterisk represent the university's official holidays.

The university will have its usual Winter Closure from December 26 through December 30, 2008. During this year's Winter Closure the university's ongoing electrical distribution system upgrade project will require power outage in many of our buildings. As such, there may be no **heat, ventilation, or lighting in many areas of the campus on these five days**. Science labs, ITS facilities, and other areas that must have electrical power during this period of campus closure will be supported through emergency power.

As always, DPS, Facilities, and ITS will require staffing during times when the university is closed. As to other employees:

- Unit Supervisors will communicate with their employees, in advance, regarding whether they are required to work during the Winter Closure.
- Employees who are not required to work during the Winter Closure must use earned vacation days, accrued personal time, performance time or compensatory time, or time without pay for this period. The practice of borrowing future vacation to cover time during this period will be allowed, upon request, with advance supervisor approval.
- Employees who are required to work may request, in advance, alternative work arrangements for the Winter Closure from their supervisors.
- For employees who are required to work on campus, supervisors are responsible for providing a list of employees that will be working on campus during the Winter Closure. Those employees must enter and exit the building through Public Safety and sign in.
- Faculty members are not required to give prior notice of working on campus during any time when the university is closed; however, they must enter and exit the building through Public Safety.
- Once again, it is important to note that because of the scheduled power outage described above there may be **no heating, ventilation, or lighting from December 26 through December 30, 2008.**