


DATE: August 12, 2010

TO: The GSU Community

FROM: Gebe Ejigu 
Executive Vice President/Chief of Staff

RE: AY2010-11 Holiday Schedule

The Governors State University Holiday Schedule for the 2010-11 academic year is as follows:

| | | |
|-------------|------------------------------|-----------------------------------|
| 2010 | Monday, September 6, 2010 | Labor Day* |
| | Thursday, November 25, 2010 | Thanksgiving Day Holiday* |
| | Friday, November 26, 2010 | Thanksgiving Holiday* |
| | Friday, December 24, 2010 | Winter Holiday* |
| | Monday, December 27, 2010 | Winter Holiday* |
| | Tuesday, December 28, 2010 | WINTER CLOSURE |
| | Wednesday, December 29, 2010 | WINTER CLOSURE |
| | Thursday, December 30, 2010 | WINTER CLOSURE |
| | Friday, December 31, 2010 | New Year's Eve* |
| 2011 | Monday, January 3, 2011 | New Year's Holiday* |
| | Monday, January 17, 2011 | Martin Luther King Jr. Day* |
| | Friday, February 11, 2011 | Observance of Lincoln's Birthday* |
| | Monday, May 30, 2011 | Memorial Day* |
| | Monday, July 4, 2011 | Independence Day* |

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

The University will have its usual Winter Closure from December 28 through December 30, 2010. Please note that during Winter Closure areas of the University may have no heat or ventilation. 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, non-accruable personal days (pursuant to applicable labor agreements), performance evaluation days or compensatory time, or time without pay for this period. Any compensatory time used must be the result of assigned overtime worked. 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 the building through the Department of Public Safety and sign in.
- Faculty members are not required to give prior notice of working on-campus when the University is closed; however, for safety reasons, they must enter the buildings through the Department of Public Safety and sign in.