

DATE: August 1, 2009

TO: The GSU Community

FROM: Gebe Ejigu *GE*
Executive Vice President/Chief of Staff

RE: AY 2009-10 Holiday Schedule

Please be advised of the Governors State University Holiday Schedule for the 2009-10 academic year:

2009	Monday, September 7, 2009	Labor Day*
	Thursday, November 26, 2009	Thanksgiving Day Holiday*
	Friday, November 27, 2009	Thanksgiving Holiday*
	Thursday, December 24, 2009	Winter Holiday*
	Friday, December 25, 2009	Winter Holiday*
	Monday, December 28, 2009	WINTER CLOSURE
	Tuesday, December 29, 2009	WINTER CLOSURE
	Wednesday, December 30, 2009	UNIVERSITY CLOSED
	Thursday, December 31, 2009	New Year's Eve*
2010	Friday, January 1, 2010	New Year's Day*
	Monday, January 18, 2010	Martin Luther King Jr. Day*
	Friday, February 12, 2010	Lincoln's Birthday*
	Monday, May 31, 2010	Memorial Day*
	Monday, July 5, 2010	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, 2009. During the 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. 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 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 the building through Public Safety and sign in.