

## Schreiner University Holiday Schedule for FY 2008 - 2009

Schreiner University offices will be closed as noted below:

Holiday	Date Office Closed	Day of the Week
Independence Day	July 4, 2008	Friday
Labor Day	September 1, 2008	Monday
Thanksgiving	November 27, 2008 November 28, 2008	Thursday Friday
Christmas	December 24, 2008 December 25, 2008 December 26, 2008 December 29, 2008 December 30, 2008 December 31, 2008	Wednesday Thursday Friday Monday Tuesday Wednesday
New Year's Day Day After New Year's	January 1, 2009 January 2, 2009	Thursday Friday
Easter (Good Friday)	April 10, 2009	Friday
Memorial Day	May 25, 2009	Monday

**14 PAID HOLIDAYS (NOTE: There is no Floating Holiday (FH) for Fiscal Year 2008-09. The FH is being replaced by adding January 2, 2009 as a holiday.)**

### **EMPLOYEES ALSO RECEIVE 2 PERSONAL DAYS PER YEAR**

- Due to departmental needs, some employees may be required to work certain holidays.
- The holiday schedule is reviewed annually and is subject to change annually.
- In addition to paid holidays, all benefit eligible employees are also provided personal days, vacation time and sick leave. Refer to the Staff Manual for additional information.
- The Floating Holiday (FH) was eliminated for 2008-09 so that Friday, January 2, 2009 could be added as a holiday. For FY 2007-08, unused FH will not carry over to FY 2008-09. If the day is not used between June 1, 2007 and May 31, 2008 it will be forfeited by the employee.
- Questions regarding this schedule or related policy should be directed to Human Resources at ext. 375, ext. 365, ext. 372, or ext. 435.