

## Holiday and Season Days – Flint, Calendar Year 2010

The information below, regarding extended hours exceptions, holidays, season days and days of special observances, is designed to assist departments and individuals in their planning efforts for the remainder of this year and the coming year.

It is important to remember that all offices need to observe their normal schedules except for the days listed below. Deans, directors and supervisors are strongly encouraged to make every effort to grant vacation requests during the holiday season, to the extent that the department hours of operation and needs are met. The schedule for the remainder of this year, and all of 2010, is as follows:

To view the Academic Calendar for class dates and related closings, please visit <http://www.umflint.edu> under the heading of Current Students.

### Fall Semester 2009:

- Monday, September 7, 2009 – Closed in observance of Labor Day. (Holiday)
- Wednesday, November 25, 2009 – Offices close at 5pm
- Thursday and Friday, November 26 and 27, 2009 – Closed in observance of Thanksgiving. (Holidays)
- Monday, December 21, 2009 – Offices close at 5pm
- Tuesday, December 22, 2009 – Offices close at 5pm
- Wednesday, December 23, 2009 – Office closed at 5pm
- Thursday, December 24, 2009 – Offices close at 4pm
- Friday, December 25, 2009 – Closed in observance of Christmas. (Holiday)
- Monday, December 28, 2009 – Season Day\*
- Tuesday, December 29, 2009 – Season Day\*
- Wednesday, December 30, 2009 – Season Day\*
- Thursday, December 31, 2009 – Season Day\*

### Winter Semester 2010:

- Friday, January 1, 2010 – Closed in observance of New Year's Day.
- University is **OPEN** for business Monday, January 4, 2010
- Monday, January 18, 2010 – Martin Luther King Observance Program.
- Monday, March 1, 2010 through Friday, March 5, 2010 - Spring Break. Offices close at 5pm this week.

### Spring Semester 2010:

- Monday, May 31, 2010 – Closed in observance of Memorial Day. (Holiday)

### Summer Semester 2010:

- Monday, July 5, 2010 – Closed in observance of Independence Day. (Holiday).

### Fall Semester 2010:

- Monday, September 6, 2010 – Closed in observance of Labor Day. (Holiday)
- Wednesday, November 24, 2010 – Offices close at 5pm
- Thursday and Friday, November 25 and 26, 2010 – Closed in observance of Thanksgiving. (both days are considered Holidays)
- Monday, December 20, 2010 – Offices close at 5pm
- Tuesday, December 21, 2010 – Offices close at 5pm
- Wednesday, December 22, 2010 – Office closed at 5pm

- Thursday, December 23, 2010 – Offices close at 4pm
- Friday, December 24, 2010 – Closed in observance of Christmas. (Holiday)
- Monday, December 27, 2010 – Closed for Season Day\*
- Tuesday, December 28, 2010 – Closed for Season Day\*
- Wednesday, December 29, 2010 – Closed for Season Day\*
- Thursday, December 30, 2010 – Closed for Season Day\*
- Friday, December 31, 2010 – Closed in observance of New Year's Day (Holiday)
- University is **OPEN** for business on Monday, January 3, 2011.

\*Season Days – Employees who work on a Season Day will receive an equivalent amount of vacation hours as an addition to their vacation accrual. They may then schedule this vacation time at anytime during the year by requesting vacations through their appropriate supervisor.

Employees in bargaining units observe holidays and Season Days as indicated in their respective collective bargaining agreements.

Because other days may be of more significance than a University-designated holiday, a staff member may request approval to substitute up to three (3) holidays of his/her choice for any three (3) University holidays. Written request of substitution(s) for the upcoming fiscal year must be given to the immediate supervisor on or before July 1<sup>st</sup> of that year.

A reminder notice of these days will be sent from the Flint - University Human Resources Office one week prior to each observance. Any questions regarding scheduling, flex time, impact on union employees or offices with 24 hours / 7 day shifts should be directed to the Flint-University Human Resources office at 762-3150.