

**UNIVERSITY OF ILLINOIS
AT CHICAGO**

Office of the Vice Chancellor for Administrative Services (MC 106)
Suite 109, Paulina Street Building
1140 South Paulina Street
Chicago, Illinois 60612-7217

June 20, 2006

TO: Deans, Directors and Department Heads

FROM: Joseph Muscarella
Vice Chancellor for Administrative Services

RE: Schedule of Approved Holidays for UIC Academic Year 2007

This memorandum advises you of the campus holiday schedule for Academic Year 2007, which includes both university holidays and holidays designated by the campus.

University holidays designated by the President apply to all employees. They are:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>
Labor Day	Monday, September 4, 2006
Thanksgiving Day	Thursday, November 23, 2006
Christmas Day*	Monday, December 25, 2006
New Year's Day	Monday, January 1, 2007
Martin Luther King Day	Monday, January 15, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007

The campus designates four additional holidays for each employee. These are to be taken as follows:

- A. In AY 2007 employees working in all campus units (except as listed in paragraph B, below) will have (2) two floating holidays and (2) two specific campus-designated holidays that have been identified as follows:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>
Day after Thanksgiving Day	Friday, November 24, 2006
Day after Christmas Day	Tuesday, December 26, 2006

- B. Employees working in the hospital, clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory will have four floating holidays that will take the place of specific campus-designated holidays. These employees must follow the *Campus Holiday Policy and Guidelines*.

The calendar information for the two employee groups is as follows:

GROUP A - - Applies to all staff members except those listed under Group B:

<i>HOLIDAY</i>	<i>DAY OBSERVED</i>
Labor Day	Monday, September 4, 2006
Thanksgiving Day	Thursday, November 23, 2006
Designated Holiday #1	Friday, November 24, 2006
Christmas Day	Monday, December 25, 2006
Designated Holiday #2	Tuesday, December 26, 2006
Gift Day	Friday, December 29, 2006
New Year's Day	Monday, January 1, 2007
Martin Luther King Day	Monday, January 15, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
<i>Plus</i>	
Two Floating Holidays	

GROUP B - - For employees working in the hospital, clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory:

<i>HOLIDAY</i>	<i>DAY OBSERVED</i>
Labor Day	Monday, September 4, 2006
Thanksgiving Day	Thursday, November 23, 2006
Christmas Day	Monday, December 25, 2006
Gift Day*	Friday, December 29, 2006
New Year's Day	Monday, January 1, 2007
Martin Luther King Day	Monday, January 15, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
<i>Plus</i>	
Four Floating Holidays	

*Hospital employees required to work on the gift day are asked to schedule another day off between December 1, 2006 and January 31, 2007. Other employees required to work on the gift day must follow the Floating Holiday Rules and Procedures for scheduling their gift day.

When available, UIC Medical Center employees may find additional information regarding the holiday schedule for Christmas 2006/New Years 2007 at the UIC Human Resources website.

Please contact Joseph Patzin at 6-8259 if you have any questions or need further information.

