

**UNIVERSITY OF ILLINOIS
AT CHICAGO**

Office of the Vice Chancellor for Human Resources (MC 890)
Suite 102, Human Resources Building
715 S. Wood Street
Chicago, Illinois 60612

TO: Deans, Directors and Department Heads

FROM: John Loya, Vice-Chancellor for Human Resources

RE: Schedule of Approved Holidays for UIC Academic Year 2010

DATE: June 9, 2009

This memorandum advises you of the campus holiday schedule for Academic Year 2010, which includes both university holidays and holidays designated by the campus.

University Holidays

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

HOLIDAY	DAY OBSERVED
Labor Day	Monday, September 7, 2009
Thanksgiving Day	Thursday, November 26, 2009
Christmas Day	Friday, December 25, 2009
New Year's Day	Friday, January 1, 2010
Martin Luther King Day	Monday, January 18, 2010
Memorial Day	Monday, May 31, 2010
Independence Day (observed)	Monday, July 5, 2010

Floating Holidays and Campus-Designated Holidays

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

- A. In AY 2010 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:

HOLIDAY	DAY OBSERVED
Day after Thanksgiving Day	Friday, November 27, 2009
New Years Eve	Thursday, December 31, 2009

- 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*.

Gift Days

December 24 is a one-half gift day from the Chancellor and President (am) and one-half day excused (pm). Employees will not use benefits to cover this day. Employees required to work any part of this day will be compensated in accordance with policy.

Reduced Service Days

December 28, December 29, and December 30 are reduced service days. As in past years, it is expected that most units will be closed and most employees will not be working on these three days. Additional information about these reduced service days will be communicated closer to the holiday period.