

UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC Human Resources (MC 890)
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TO: Deans, Directors and Department Heads

FROM: Maureen Parks, Executive Director and Associate Vice President of Human Resources

RE: Schedule of Approved Holidays for UIC Academic Year 2012

DATE: April 26, 2011

This memorandum advises you of the campus holiday schedule for Academic Year 2012, 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 5, 2011
Thanksgiving Day	Thursday, November 24, 2011
Christmas Day	Monday, December 26, 2011
New Year's Day	Monday, January 2, 2012
Martin Luther King Day	Monday, January 16, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012

Floating Holidays and Campus-Designated Holidays

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

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- A. In AY 2012 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 25, 2011
Tuesday After Christmas	Tuesday, December 27, 2011

- 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*.

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.

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