

Schedule of Approved Holidays for UIC Academic Year 2010

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

| <u>HOLIDAY</u> | <u>DAY OBSERVED</u> |
|----------------------------------|-----------------------------|
| Labor Day | Monday, September 7, 2009 |
| Thanksgiving Day | Thursday, November 26, 2009 |
| Designated Holiday #1 | Friday, November 27, 2009 |
| Gift Day, One-Half Day (a.m.) | Thursday, December 24, 2009 |
| Excused Day, One-Half Day (p.m.) | Thursday, December 24, 2009 |
| Christmas Day | Friday, December 25, 2009 |
| Designated Holiday #2 | Thursday, December 31, 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 |
| <i>Plus</i> | |
| Two Floating Holidays | |

** Group A is encouraged to use vacation time or floating holidays on the designated reduced services days: Monday, December 28, 2009; Tuesday, December 29, 2009; and Wednesday, December 30, 2009.*

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:

| <u>HOLIDAY</u> | <u>DAY OBSERVED</u> |
|----------------------------------|-------------------------------|
| Labor Day | Monday, September 7, 2009 |
| Thanksgiving Day | Thursday, November 26, 2009 |
| Gift Day, One-Half Day (a.m.) | Thursday, December 24, 2009** |
| Excused Day, One-Half Day (p.m.) | Thursday, December 24, 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 |
| <i>Plus</i> | |
| Four Floating Holidays | |

** Hospital employees required to work on December 24 are asked to schedule another day off between December 1, 2009 and January 31, 2010. Other employees required to work on December 24 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 2009/New Years 2010 at the UIC Human Resources website.

Please contact Cassandra Staudacher (cks@uic.edu) if you have any questions or need further information.