

**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 2008

DATE: June 19, 2007

This memorandum advises you of the campus holiday schedule for Academic Year 2008, 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:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>
Labor Day	Monday, September 3, 2007
Thanksgiving Day	Thursday, November 22, 2007
Christmas Day	Tuesday, December 25, 2007
New Year's Day	Tuesday, January 1, 2008
Martin Luther King Day	Monday, January 21, 2008
Memorial Day	Monday, May 26, 2008
Independence Day	Friday, July 4, 2008

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 2008 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 23, 2007
Day after Christmas Day	Wednesday, December 26, 2007

- 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 gift one-half day from the Chancellor and one-half day from the President for a full day for employees. This is an excused day so 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 27, December 28, and December 31 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.

A calendar is attached for you to circulate or post.