

**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 2009

DATE: May 30, 2008

This memorandum advises you of the campus holiday schedule for Academic Year 2009, 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:

<b>HOLIDAY</b>	<b>DAY OBSERVED</b>
Labor Day	Monday, September 1, 2008
Thanksgiving Day	Thursday, November 27, 2008
Christmas Day	Thursday, December 25, 2008
New Year's Day	Thursday, January 1, 2009
Martin Luther King Day	Monday, January 19, 2009
Memorial Day	Monday, May 25, 2009
Independence Day (observed)	Friday, July 3, 2009

**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 2009 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:

<b>HOLIDAY</b>	<b>DAY OBSERVED</b>
Day after Thanksgiving Day	Friday, November 28, 2008
Day after Christmas Day	Friday, December 26, 2008

- 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 29, December 30, December 31 and January 2 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 four days. Additional information about these reduced service days will be communicated closer to the holiday period.