



**HUMAN RESOURCES
MEMORANDUM**

TO: ALL EMPLOYEES
FROM: SHEILA PAGE, DIRECTOR, HUMAN RESOURCES
DATE: NOVEMBER 16, 2011
RE: **2011/12 TO 2013/14 WINTER HOLIDAY SCHEDULES**

The following winter holiday schedules have been approved by PEC. Please note the highlighted maintenance shutdown dates where electrical and other facility services will be impacted. Faculty, staff, students and visitors are requested to remain off campus on these dates.

2011/2012

Friday, December 23, 2011	PEC Approved early closure	Open 8:30 am – 12:00 pm
Saturday, December 24, 2011	Christmas Eve	Closed – weekend
Sunday, December 25, 2011	Christmas Day	Closed – weekend
Monday, December 26, 2011	Boxing Day	Closed – Statutory Holiday
Tuesday, December 27, 2011	In lieu day – Christmas Day	Closed – in lieu / Maintenance shutdown
Wednesday, December 28, 2011	President's discretionary day	Closed
Thursday, December 29, 2011	President's discretionary day	Closed
Friday, December 30, 2011	President's discretionary day	Closed
Saturday, December 31, 2011	New Year's Eve	Closed – weekend
Sunday, January 1, 2012	New Year's Day	Closed – weekend
Monday, January 2, 2012	In lieu day – New Year's Day	Closed – in lieu
Tuesday, January 3, 2012		Open 8:30 am – 4:30 pm
Wednesday, January 4, 2012	First day of classes	

2012/2013

Monday, December 24, 2012	President's discretionary day	Closed
Tuesday, December 25, 2012	Christmas Day	Closed – Statutory Holiday
Wednesday, December 26, 2012	Boxing Day	Closed – Statutory Holiday
Thursday, December 27, 2012	President's discretionary day	Closed – Maintenance shutdown
Friday, December 28, 2012	President's discretionary day	Closed
Saturday, December 29, 2012		Closed - weekend
Sunday, December 30, 2012		Closed - weekend
Monday, December 31, 2012	President's discretionary day	Closed
Tuesday, January 1, 2013	New Year's Day	Closed – Statutory Holiday
Wednesday, January 2, 2013	First day of classes	Open 8:30 am – 4:30 pm

2013/2014

Tuesday, December 24, 2013	Christmas Eve	Open 8:30 am – 1:00 pm
Wednesday, December 25, 2013	Christmas Day	Closed – Statutory Holiday
Thursday, December 26, 2013	Boxing Day	Closed – Statutory Holiday
Friday, December 27, 2013	President's discretionary day	Closed
Saturday, December 28, 2013		Closed – weekend
Sunday, December 29, 2013		Closed – weekend
Monday, December 30, 2013	President's discretionary day	Closed – Maintenance shutdown
Tuesday, December 31, 2013	President's discretionary day	Closed
Wednesday, January 1, 2014	New Year's Day	Closed – Statutory Holiday
Thursday, January 2, 2014		Open 8:30 am – 4:30 pm
Monday, January 6, 2014	First day of classes	