



Holiday & Operational Staffing Schedules

2012 Calendar

<u>HOLIDAYS</u>	<u>STAFFING LEVEL</u>
New Year's Day – January 1, 2012 - January 2, 2012 (Monday)	Security personnel
Martin Luther King Day - Jan. 16 (Monday)	Security personnel
Easter - April 6 (Good Friday)	Security personnel / Mail Room
Memorial Day - May 28 (Monday)	Security personnel
Independence Day - July 4 (Wednesday)	Security personnel
Labor Day - Sept. 3 (Monday)	Security personnel
Thanksgiving - Nov. 22 (Thursday) - Nov. 23 (Friday)	Security personnel Security personnel / Mail Room
Christmas - Dec. 24 (Monday) for Christmas Eve - Dec. 25 (Tuesday) for Christmas - Dec. 31 (Monday) for New Years Eve Day	Security personnel / Mail Room Security personnel Security personnel / Mail Room
<u>OPERATIONAL STAFFING</u>	<u>STAFFING LEVEL</u>
- Dec. 26 (Wednesday)	Staffing as needed
- Dec. 27 (Thursday)	Staffing as needed
- Dec. 28 (Friday)	Staffing as needed

Staffing as needed for Administrative Offices: The above lists eleven (11) holidays, which are listed in the employee handbook, and three (3) days for operational staffing, December 26, 27 and 28. On those three days, it is important to meet needs of students, parents, faculty, staff, prospective students, and others.

Each Vice President will be responsible for designating the required staffing for their areas. Signage should be provided as to when office areas are open and closed. If there are any questions please see the Vice President of your area or the Human Resource Department.