

COLORADO SCHOOL OF MINES
Human Resources

November 18, 2008

To: All Faculty and Staff

From: Mike Dougherty
Associate Vice President for Human Resources

Subject: Alternative 2009 Holiday Schedule

At the recommendation of the University Calendar Committee, President Scoggins has approved the following Alternative Holiday Schedule for 2009:

2009 Alternative Holiday Schedule

January 1, 2009	Thursday	New Year's Day
May 25, 2009	Monday	Memorial Day
July 3, 2009	Friday	Independence Day (observed)
November 26, 2009	Thursday	Thanksgiving Day
November 27, 2009	Friday	Day after Thanksgiving (in lieu of Martin Luther King Day)

Winter Break (12/25/09 through 12/31/09)

December 25, 2009	Friday	Christmas Day
December 28, 2009	Monday	In lieu of President's Day
December 29, 2009	Tuesday	In lieu of Labor Day
December 30, 2009	Wednesday	In lieu of Columbus Day
December 31, 2009	Thursday	In lieu of Veterans Day

Please note for your planning purposes, Friday, January 1, 2010, will be recommended as a holiday for the 2010 calendar year. However, this will be part of the 2010 calendar and must be recommended by next year's Calendar Committee to the President before becoming final.

Employees may request to substitute Cesar Chavez Day (observed Tuesday, March 31) in lieu of another holiday within the same **FISCAL** year. When considering such requests, an office must be open and minimally operational on both days and employees must be able to perform work. Supervisors are asked to consult with Human Resources prior to granting any requests.

Note: Anyone who is required to work an established holiday must be permitted to take an alternate day off before the end of the calendar year in which the holiday is observed.