To: Faculty and Staff

From: Katherine N. Pendergast
Vice President, Human Resources Management

Re: Holiday Schedule for 2009-2010 Academic Year

Date: March 11, 2009

The University is observing the holidays on the dates indicated below. Certain areas providing critical front line services to students and other customers will remain open during the extended holiday period at the end of the calendar year. Those offices remaining open for all or part of this period will make the necessary arrangements and will publicly post their schedule. Personnel working during the year-end extended holiday will receive compensatory time. As previously announced, the University will be closed Friday, July 3rd in observance of the July 4th holiday. During the week beginning Monday, June 29 through Thursday, July 2nd, the University will operate on the regular 8:30 a.m. – 4:30 p.m. schedule.

Holiday	***Day and Date***
Labor Day	Monday, September 7, 2009 – floating holiday
Columbus Day	Monday, October 12, 2009
Veterans Day	Wednesday, November 11, 2009
Thanksgiving Recess	Thursday, November 26, 2009 Friday, November 27, 2009
Winter Holiday Schedule	Thursday, December 24, 2009 through Friday, January 1, 2010

All offices will be fully operational and return to normal work schedules on Monday, January 4, 2010.

Holiday	***Day and Date***
Martin Luther King, Jr. Day	Monday, January 18, 2010
Presidents' Day	Monday, February 15, 2010
Patriots' Day	Monday, April 19, 2010
Memorial Day	Monday, May 31, 2010
Independence Day	Monday, July 5, 2010

To be paid for the extra winter holidays, you must be in a paid benefits eligible status the day before and after the winter holiday break.

Holiday schedules for academic years 2010-2011 and 2011-2012 can be found in the Benefits section on the HRM website at: http://www.northeastern.edu/hrm/benefits/paidtimeoff.html

Please contact Human Resources Management at Ext. 2230 if you have any questions.