

Memo

To: All Employees
Date: October 18, 2007
Re: New Holiday Schedule 2008

Tuesday	January 1, 2008	New Year's Day
Monday	January 21, 2008	Martin Luther King Jr. Day
Friday	March 21, 2008	Good Friday
Monday	May 26, 2008	Memorial Day
Friday	July 4, 2008	Independence Day
Monday	September 1, 2008	Labor Day (Floating Holiday)
Monday	October 13, 2008	Columbus Day
Thursday	November 27, 2008	Thanksgiving Day
Friday	November 28, 2008	Day After Thanksgiving
Wednesday	December 24, 2008	Christmas Eve
Thursday	December 25, 2008	Christmas
Friday	December 26, 2008	Shut Down
Monday	December 29, 2008	Shut Down
Tuesday	December 30, 2008	Shut Down
Wednesday	December 31, 2008	New Year's Eve

- **The college will be shut down December 24, 2008 – January 1, 2009 for Christmas Break**
- **A Floating Holiday is for all departments that provide direct student services. Employees in these departments will choose another day off with approval from the Supervisor.**