



To: Faculty, Staff, Administrative and Professional Employees
From: Jim Molnar, Director of Benefits & Wellness
Date: March 20, 2013
Re: 2013-2014 Holiday/Summer Schedules

Holiday Schedule:

Saint Joseph's University grants 14 paid holidays per year, including three "floating" holidays which may be designated by the University to give an extended break between Christmas Eve and New Year's Day. The specific holiday schedule is determined annually and follows the official academic calendar. The Holiday Schedule for 2013-2014 can be found in Attachment A of this memorandum.

We have designated all three of the floating holidays in the upcoming year in order to offer an extended break from December 24, 2013 through and including January 1, 2014.

Please refer to the Holiday Policy in either the Staff or Administrative/Professional Employee [Handbooks](#) for further details on this benefit.

Summer Hours:

The University will once again offer the option of a summer schedule to provide employees with extended weekend time during the summer months. Exceptions to this option might have to be made for critical operations that require full staffing five days a week, as determined by the provost or the respective divisional vice president. The modified summer schedule will be in effect from **Monday, June 3 through Friday, August 2, 2013** with the exception of the week of July 1 through July 5 which contains a holiday and four regular seven-hour days.

Please remember that the University does not officially close on Fridays. All University offices listed on Attachment B to this memorandum are required to be open and appropriately staffed Monday through Friday throughout the summer. Please note in particular, however, that only employees who are required to be present at work on Fridays for coverage purposes should be scheduled out on Mondays. It is important to maintain a high level of service for students and outside constituencies. Arrangements for coverage should be made with each department head in consultation with the area vice president. In single-employee departments, arrangements must be made with neighboring department staff to cover one another during absences.

In addition, in order for this schedule to continue to be offered in the future, department heads must ensure that every employee works their regularly scheduled number of hours in four days. For offices that choose to implement the summer schedule, full-time hours during the designated weeks are **8:15 a.m. to 5:30 p.m., four days/week being the norm, with a 30-minute lunch period required.** Voice mail messages should state your hours, but please **do not state that the University is closed on Fridays.**

As indicated in the FY13 Voluntary Reduction in Work Schedule (VRWS) Program, employees who are approved for a Reduced Work Week are not eligible to participate in the Summer Hours Program. More information will follow shortly on the FY14 VRWS Program.

Should you have any questions or comments, please do not hesitate to contact me at extension 1295 or by email at jmolnar@sju.edu.

Attachment A

Saint Joseph's University 2013-2014 Holiday Schedule

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| 1. Thursday, July 4, 2013 | Independence Day |
| 2. Monday, September 2, 2013 | Labor Day |
| 3. Thursday, November 28, 2013 | Thanksgiving Day |
| 4. Friday, November 29, 2013 | Day after Thanksgiving |
| 5. Tuesday, December 24, 2013 | Christmas Eve Holiday |
| 6. Wednesday, December 25, 2013 | Christmas Day Holiday |
| 7. Thursday, December 26, 2013 | Floating Holiday |
| 8. Friday December 27, 2013 | Floating Holiday |
| 9. Monday, December 30, 2013 | Floating Holiday |
| 10. Tuesday, December 31, 2013 | New Year's Eve Holiday |
| 11. Wednesday, January 1, 2014 | New Year's Day Holiday |
| 12. Monday, January 20, 2014 | Martin Luther King Birthday |
| 13. Friday, April 18, 2014 | Good Friday |
| 14. Monday, May 26, 2014 | Memorial Day |

Attachment B

Saint Joseph's University Administrative Offices

Academic Affairs	Government & Community Relations
Administrative Services	Hawk Central
Athletics	Human Resources
Auxiliary Services	Information Technology
Campus Ministry	Mission & Diversity
Career Development Center	President's Office
Center for Food Marketing	Print Services
College of Arts & Sciences	Public Safety and Security
College of Professional & Liberal Studies	Purchasing
Creative Services	Research Services
Development	Residence Life
Distance Learning Center	Scholarly Press
Drexel Library	Special Events
Enrollment Management	Student Educational Support Services
Erivan K. Haub School of Business	Student Leadership & Activities
External Affairs	Student Life
Facilities Management	Student Records & Financial Services
Financial Affairs	Travel Services
General Counsel	University Communications

NOTE: Academic Departmental offices should coordinate their office hours and staffing with their respective dean's offices. In single-employee departments, arrangements must be made with neighboring department staff to cover one another during absences. For offices that choose to implement a summer schedule, full-time hours are **8:15 a.m. to 5:30 p.m. being the norm with a 30-minute lunch** period required.