

To: Faculty, Staff, Administrative and Professional Employees From: Matt Petitt, Director of Compensation, Benefits & HRIS

Date: May 12, 2014

Re: 2014-2015 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 2014-2015 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, 2014 through and including January 1, 2015.

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 deans or division heads. The modified summer schedule will be in effect from **Monday**, **June 2 through Friday**, **August 8**, **2014** with the exception of the week of June 30 through July 4 which contains a holiday and four regular seven-hour days.

Please remember that the University does not officially close on Fridays. It is important to maintain a high level of service for students and outside constituencies. Arrangements for appropriate 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 employees work 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.

Note that employees who are on a reduced work week (i.e. 4-day work week) are not eligible to participate in the modified summer hours program.

Should you have any questions or comments, please do not hesitate to contact me at extension 3390 or by email at $\underline{mpetitt@sju.edu}$.

Attachment A

Saint Joseph's University 2014-2015 Holiday Schedule

1. Friday, July 4, 2014	Independence Day
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2. Monday, September 1, 2014 Labor Day

3. Thursday, November 27, 2014 Thanksgiving Day

4. Friday, November 28, 2014 Day after Thanksgiving

5. Wednesday, December 24, 2014 Christmas Eve Holiday

6. Thursday, December 25, 2014 Christmas Day Holiday

7. Friday, December 26, 2014 Floating Holiday

8. Monday, December 29, 2014 Floating Holiday

9. Tuesday, December 30, 2014 Floating Holiday

10. Wednesday, December 31, 2014 New Year's Eve Holiday

11. Thursday, January 1, 2015 New Year's Day Holiday

12. Monday, January 19, 2015 Martin Luther King Birthday

13. Friday, April 3, 2015 Good Friday

14. Monday, May 25, 2015 Memorial Day