



SAINT JOSEPH'S UNIVERSITY
Office of Human Resources



To: Faculty, Staff, Administrative and Professional Employees
From: Sharon O'Grady Eisenmann, Assistant Vice President for Human Resources
Date: April 6, 2009
Re: 2009-2010 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 2009-2010 can be found in Attachment A of this memorandum.

We have designated all three floating holidays in the upcoming year in order to offer an extended break from December 24, 2009 through and including January 1, 2010.

Please refer to our Holiday Policy in either the Staff or Administrative/Professional Employee Handbooks at <http://www.sju.edu/hr> 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. The modified summer schedule will be in effect from **Monday, June 1 through Friday, August 7, 2009** with the exception of the week of June 29 - July 3 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. 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, with a 30-minute lunchtime being the norm.** Voice mail messages should state your hours, but please **do not state that the University is closed on Fridays.** Whether your department chooses to implement the above summer schedule or not, please note that all full-time employees are expected to work a 35-hour (or 40-hour, for Facilities Management and Public Safety & Security employees) work week or use applicable paid time off in keeping with the parameters of those policies, which can be found at the link above.

As indicated in the Voluntary Reduction in Work Schedule Program, employees who are approved for a Reduced Work Week are not eligible to participate in the Summer Hours Program.

Should you have any questions or comments, please do not hesitate to contact me by phone at extension 3336 or by email at seisenma@sju.edu.

Attachment A

Saint Joseph's University 2009-2010 Holiday Schedule

- 1) Independence Day, Friday, July 3, 2009
- 2) Labor Day, Monday, September 7, 2009
- 3) Thanksgiving Day, Thursday, November 26, 2009
- 4) Day after Thanksgiving, Friday, November 27, 2009
- 5) Christmas Eve, Thursday, December 24, 2009
- 6) Christmas Day, Friday, December 25, 2009
- 7) Floating Holiday (designated), Monday, December 28, 2009
- 8) Floating Holiday (designated), Tuesday, December 29, 2009
- 9) Floating Holiday (designated), Wednesday, December 30, 2009
- 10) New Year's Eve, Thursday, December 31, 2009
- 11) New Year's Day, Friday, January 1, 2010
- 12) Martin Luther King Birthday, Monday, January 18, 2010
- 13) Good Friday, Friday, April 2, 2010
- 14) Memorial Day, Monday, May 31, 2010

Attachment B

Saint Joseph's University Administrative Offices

Academic Affairs	Graduate Programs, Arts & Sciences
Administrative Services	Graduate Programs, Haub School of Business
Admissions	Housekeeping
Admissions/Graduate	Human Resources
Athletics and Recreation	Information Technology
Auxiliary Services	Office of Mission
Campbell Library	President's Office
Campus Ministry	Public Safety and Security
Career Development Center	Purchasing
Center for Food Marketing	Registrar
Dean's Office, College of Arts and Sciences	Research Services
Dean's Office, Haub School of Business	Residence Life
Development	Special Events
Drexel Library	Student Educational Support Services
Early Responders Distance Learning Center	Student Leadership & Activities
External Affairs	Student Life
Facilities Management	Student Service Center
Financial Affairs	Travel Services
Financial Assistance	University College
General Counsel	University Communications
Government & Community Relations	University Press

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. with a 30-minute lunch** being the norm.