

## Holiday & Operational Staffing Schedules 2009 Calendar

| <u><b>HOLIDAYS</b></u>  | <u><b>STAFFING LEVEL</b></u>   |
|---|--|
| New Year's Day<br>- Jan. 1, 2009 (Thursday)                                     | Security personnel   |
| Martin Luther King Day<br>- Jan. 19 (Monday)                                    | Security personnel   |
| Easter<br>- April 10 (Good Friday)  | Security personnel / Mail Room   |
| Memorial Day<br>- May 25 (Monday)   | Security personnel   |
| Independence Day – July 4th<br>- July 3 (Friday)                                | Security personnel / Mail Room   |
| Labor Day<br>- Sept. 7 (Monday)   | Staffing as needed   |
| Thanksgiving<br>- Nov. 26 (Thursday)<br>- Nov. 27 (Friday)                      | Security personnel<br>Security personnel / Mail Room                                   |
| Christmas<br>- Dec. 24 (Thursday)<br>- Dec. 25 (Friday)<br>- Dec. 31 (Thursday) | Security personnel / Mail Room<br>Security personnel<br>Security personnel / Mail Room |
| <br><u><b>OPERATIONAL STAFFING</b></u>  | <br><u><b>STAFFING LEVEL</b></u>   |
| - Dec. 28 – 30 (Monday - Wednesday)   | Staffing as needed   |

**Staffing as needed for Administrative Offices:** The above lists eleven (11) holidays, which are listed in the employee handbook, and four (4) days for operational staffing, September 7, December 28, 29, and 30. Hourly employees who work on an operational staffing day will be able to take the same amount of hours off anytime before January 15, 2010 as long as their direct supervisor agrees with the absence. This is in lieu of any hourly or overtime pay. Employees working Labor Day may take a floating Holiday off during the remainder of the calendar year with their administrator's approval.

On those four days, it is important to meet needs of students, parents, faculty, staff, prospective students, and others, to be available for business office transactions, admissions, financial aid, enrollment in courses, and a number of other areas. Many families and prospective students want to conduct business on those days. Most area colleges are fully staffed during this period and commercial facilities are fully operational. UF offices should be open and have a person or persons present to conduct the normal business of the office.

Offices will be open and service will typically be provided for a minimum of four (4) hours, normally during the morning, but operating hours will be determined by the Department Supervisor. The vice presidents and deans may designate other hours to be open.