

Holiday & Operational Staffing Schedules

2010 Calendar

<u>HOLIDAYS</u>	<u>STAFFING LEVEL</u>
Floating Holiday*	
- To be used between July 1, 2010 and July 30, 2011	
New Year's Day	
- Jan. 1, 2010 (Friday)	Security personnel
Martin Luther King Day	
- Jan. 18 (Monday)	Security personnel
Easter	
- April 2 (Good Friday)	Security personnel / Mail Room
Memorial Day	
- May 31 (Monday)	Security personnel
Independence Day – July 4th	
- July 5 (Monday)	Security personnel / Mail Room
Thanksgiving	
- Nov. 25 (Thursday)	Security personnel
- Nov. 26 (Friday)	Security personnel / Mail Room
Christmas	
- Dec. 24 (Friday)	Security personnel / Mail Room
- Dec. 25 (Saturday)	Security personnel
- Dec. 27 (Monday)	Security personnel / Mail Room
- Dec. 31 (Friday)	Security personnel / Mail Room
<u>OPERATIONAL STAFFING</u>	<u>STAFFING LEVEL</u>
- Dec. 28 (Tuesday)	Staffing as needed
- Dec. 29 (Wednesday)	Staffing as needed
- Dec. 30 (Thursday)	Staffing as needed

Staffing as needed for Administrative Offices: The above lists eleven (11) holidays, which are listed in the employee handbook, and three (3) days for operational staffing, December 28, 29, and 30. On those three 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 will be open and have a person or persons present to conduct the normal business of the office.

Offices will be open and service will be provided for a minimum of four (4) hours, normally during the morning, but operating hours will be determined by the area Vice President, Dean and/or Department Supervisor.

* The floating holiday will be tracked within the Office of Human Resources for all appropriate employees. There is no action that you will need to take in the use of this floating holiday as the Office of Human Resources will automatically use it for the first vacation day that is reported by each employee.