

Lehigh University

2011-2012 Holiday Schedule

1	July 4, 2011	Monday	Independence Holiday
2	September 5, 2011	Monday	Labor Day
3	November 24, 2011	Thursday	Thanksgiving Day
4	November 25, 2011	Friday	Day After Thanksgiving
5	December 23, 2011	Friday	Christmas Holiday
6	December 26, 2011	Monday	Christmas Holiday
7	January 2, 2012	Monday	New Year's Day
8	May 28, 2012	Monday	Memorial Day
9	<i>Floating Holiday</i>		
10	<i>Floating Holiday</i>		
11	<i>Floating Holiday</i>		
12	<i>Floating Holiday</i>		
<i>A separate policy has been established for University police and powerhouse personnel.</i>			

This schedule is for fiscal year 2011-12 only and is subject to change in future years. The 2011-12 Holiday Schedule continues to provide 12 paid holidays for staff members. In some cases, Floating Holidays are scheduled by a supervisor to coincide with dates that staffing is not required in the department. In all other cases, the Floating Holidays may be taken at a time that is mutually agreeable to the supervisor and staff member.

Floating Holidays and vacation time continue to be available to provide paid time off for observation of religious or other special days. A minimum of one week's written notice should be provided when requesting time off for religious or other special days.

It is possible that all individuals in a specific office or department may wish to schedule time off to allow them to observe a religious holiday, such as Good Friday or Yom Kippur. In those cases, the department may need to make alternative staffing arrangements for that date, or, if approved by the responsible Vice President, close on that date.

Departments that will be closed on a religious holiday should notify the campus via the Lehigh Daily News and Staff News Digest.

Those employees required to work on a specified University holiday will receive compensatory time off or overtime pay as per University policy **409 – Holiday Pay for University Police and Powerhouse Personnel.**

If you have any questions concerning this schedule, please contact Human Resources at extension 83900.