HAMLINE UNIVERSITY
2013/14 HOLIDAY SCHEDULE

During these designated official Hamline University holidays, all offices will be closed unless otherwise specified, all classes will be suspended and most major events and most athletic activities will not be held.

2013/14 Dates	Holidays
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Thursday, November 28, 2013	Thanksgiving Day
Friday, November 29, 2013	Day after Thanksgiving
Tuesday, December 24, 2013	½ day off
Wednesday, December 25, 2013	Christmas Day
Tuesday, December 31, 2013	½ day off
Wednesday, January 1, 2014	New Years Day
Monday, January 20, 2014	Martin Luther King Day
Friday, April 18, 2014	Good Friday
Monday, May 26, 2014	Memorial Day

Staff members also will receive three floating holidays* to be elected in consultation with their supervisors. These floating holidays will allow staff members' greater flexibility in planning around major holidays, and will permit staff members to observe religious holidays of their choice. Floating holidays must be taken during the fiscal year (July 1 through June 30) in which they are received, or they will be forfeited. Unused floating holidays are not paid out at termination of employment.

Newly hired staff members must complete a minimum of three months of consecutive service before using the floating holiday. The granting of these floating holidays will be prorated as follows:

3 days if hired prior to October 1
2 days if hired prior to January 1
1 day if hired prior to April 1
0 days if hired between April 1 and June 30

This holiday schedule is subject to change based on future changes to the Associated Colleges of the Twin Cities joint class schedule, and does not cover members of Local No. 70 of the International Union of Operating Engineers. From time to time, Hamline University may alter the holiday schedule and designate a floating holiday due to the way the holidays fall in a year.

Operational needs may dictate that certain staff members work on a given holiday(s). In that event, impacted employees will work with their supervisors to determine an alternate date(s) for use as a paid holiday.

This is not a contract of employment, and nothing stated herein implies or guarantees any specified term of employment or entitlement of benefits. *4/13*