

TO: All Faculty, Staff and Housestaff
FROM: Gerard Garcia
Acting Vice President for Human Resources
SUBJECT: YEAR 2012 HOLIDAY SCHEDULE
DATE: September 27, 2011

The holiday schedule for **all faculty, staff and housestaff** for the calendar year 2012 is as follows:

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|----|-------------------|-----------|-----------------------------------|
| 1. | January 2, 2012 | Monday | New Year's Day Observance |
| 2. | January 16, 2012 | Monday | Martin Luther King, Jr's Birthday |
| 3. | April 6, 2012 | Friday | Good Friday |
| 4. | May 28, 2012 | Monday | Memorial Day |
| 5. | July 4, 2012 | Wednesday | Independence Day |
| 6. | September 3, 2012 | Monday | Labor Day |
| 7. | November 22, 2012 | Thursday | Thanksgiving Day |
| 8. | November 23, 2012 | Friday | Day after Thanksgiving |
| 9. | December 25, 2012 | Tuesday | Christmas Day |

**STAFF RECEIVE SIX (6) FLOAT HOLIDAYS AND FACULTY
REPRESENTED BY THE AAUP OR NJEA RECEIVE THREE (3) FLOAT
HOLIDAYS.**

Only regular full and part-time staff who are in active payroll status as of January 1, 2012, and full-time temporary staff who have been continuously employed for six (6) months as of that date, are eligible for six (6) float holidays.

Regular staff hired between January 2, 2012 and July 1, 2012 will be credited with three (3) float holidays in July 2012. Staff who are on unpaid leave on January 1, 2012, but return from leave on or before July 1, 2012 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2012, and December 31, 2012, or they are forfeited.

Float Holidays shall be reported on the time sheets as "FH".

Regular part-time staff shall be paid for Float Holidays on a prorated basis in accordance with the length of their workweek.

Float Holidays, except in the case of personal emergencies, must be requested at least one week in advance. Float Holidays may be used for religious holidays.

Supervisors shall only approve a Float Holiday if the staff member's absence does not interfere with University operations.

For staff members on a seven-day workweek schedule, a holiday falling on a Saturday or Sunday is observed on that day. Premium pay will be given only to staff members working the actual holiday.

Premium pay is not given for work performed on Good Friday or on the Day after Thanksgiving for non-exempt staff.

