

UNIVERSITY of
NORTHERN COLORADO



Office of Human Resource Services

MEMORANDUM

DATE: 1/11/12

TO: All UNC Faculty, Exempt Administrators, and Classified Staff

FROM: Marshall Parks, Director of Human Resources

SUBJECT: UNC Holiday Schedule for 2012

The State of Colorado identifies ten holidays for all government institutions. Rules provide for agencies to adopt an alternate holiday schedule. The University of Northern Colorado has traditionally subscribed to an alternate holiday schedule. Below is the holiday schedule for all UNC Employees for calendar year 2012.

<u>Date</u>	<u>Day</u>	<u>Holiday</u>	<u>University Access</u>
1/2/2012	Monday	New Years Day(Observed)	Open
1/16/2012	Monday	Dr. Martin Luther King Jr., Day	Closed
2/20/2012	Monday	President's Day	Open
5/28/2012	Monday	Memorial Day	Closed
7/4/2012	Wednesday	Independence Day	Closed
9/3/2012	Monday	Labor Day	Closed
10/8/2012	Monday	Columbus Day	Open
11/12/2012	Monday	Veteran's Day (Observed)	Open
11/22/2012	Thursday	Thanksgiving Day	Closed
11/23/2012	Friday	Substitute New Years Day	Closed
12/24/2012	Monday	Substitute President's Day	Closed
12/25/2012	Tuesday	Christmas Day	Closed
12/26/2012	Wednesday	Substitute Columbus Day	Closed
12/31/2012	Monday	Substitute Veteran's Day	Closed
1/1/2013	Tuesday	New Years Day	Closed

Note: An employee must be at work or on paid leave the scheduled work day before and scheduled work day after the holiday in order to be eligible for the holiday pay.

Departments required to maintain coverage during the above scheduled holidays may adopt an alternate holiday schedule for those employees required to work a holiday. Any variance from the designated University holiday schedule must be submitted to Human Resources in writing no later than January 31st. If you have any questions please contact Human Resources at 1-2718.