

UNIVERSITY of  
NORTHERN COLORADO



*Office of Human Resource Services*

**MEMORANDUM**

DATE: 10/13/2005

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

FROM: Marshall Parks, Director of Human Resources

SUBJECT: UNC Holiday Schedule for 2006

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 2006.

<u>Date</u>	<u>Day</u>	<u>Holiday</u>	<u>University Access</u>
1/2/2006	Monday	New Years Day	Closed
1/16/2006	Monday	Dr. Martin Luther King Jr., Day	Closed
2/20/2006	Monday	President's Day	Open
5/29/2006	Monday	Memorial Day	Closed
7/4/2006	Tuesday	Independence Day	Closed
9/4/2006	Monday	Labor Day	Closed
10/9/2006	Monday	Columbus Day	Open
11/10/2006	Friday	Veteran's Day	Open
11/23/2006	Thursday	Thanksgiving Day	Closed
11/24/2006	Friday	Substitute President's Day	Closed
12/22/2006	Friday	Substitute Columbus Day	Closed
12/25/2006	Monday	Christmas Day	Closed
12/26/2006	Tuesday	Substitute Veteran's 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 31<sup>st</sup>.

If you have any questions please contact Human Resources at 1-2718.