

I am pleased to announce the schedule of paid holidays for 2010. For your convenience, I have also included the remaining holidays for 2009.

In 2010, undergraduate commencement occurs before Memorial Day. President Ruscio has designated Memorial Day as an additional paid holiday in 2010 and in any subsequent years in which commencement occurs before the Memorial Day holiday. Since New Year's Day in 2011 falls on a Saturday, it will be observed on December 31st 2010.

As a reminder, departments may choose to close their offices this year between December 24th and January 4th. Decisions to close should normally be made early in the year so employees can save CTO to be used during the period the department is closed. Please send any changes to your department's normal hours of operation during the holidays to humanresources@wlu.edu by November 20 and we will include the revised hours in the December issue of the newsletter, *Campus Connections*.

2009

1/2 Day before Thanksgiving	Wednesday, November 25 (p.m.)
Thanksgiving	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Winter Holiday	Thursday, December 24 Friday, December 25

Note: Employees in departments that close between the Winter and New Year's holidays in 2009 will need to use four days of CTO for Monday, December 28th, Tuesday, December 29th, Wednesday, December 30th and Thursday, December 31st.

2010

New Year's Holiday	Friday, January 1
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
1/2 day before Thanksgiving	Wednesday, November 24 (p.m.)
Thanksgiving Day	Thursday, November 25
Day after Thanksgiving	Friday, November 26

Winter Holiday

Friday, December 24
Monday, December 27

New Year's 2011

Friday, December 31

Note: Employees in departments that close between the Winter and New Year's holidays in 2010 will need to use three days of CTO for Tuesday, December 28, Wednesday, December 29th and Thursday, December 30th.