



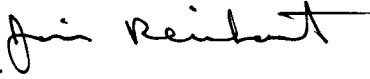
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MEMORANDUM

DATE: August 31, 2009

TO: University Enterprises, Inc. Staff

FROM: Jim Reinhart 
Executive Director

SUBJECT: 2009 – 2010 Holiday Schedule

The University Enterprises, Inc. (UEI) holiday schedule for 2009 - 2010 is attached. Regular employees receive holiday pay according to this schedule. This schedule is subject to change. USGS employees will follow the holiday schedule prepared for them. Students and other non-benefited part-time employees do not receive holiday pay.

UEI facilities will be closed for business during the Thanksgiving Holiday and Winter Break (see attached schedule for dates). Regular benefited employees may use accrued leave (such as vacation, personal leave, or holiday credit) or leave without pay for December 31, 2009.

Some departments or projects may modify their work schedules to accommodate operational needs, please check with your supervisor to determine your department schedule. If you have questions, please call Trina Knight, Director, Human Resources at 278-7003.

**UNIVERSITY ENTERPRISES, INC.
2009 – 2010 UEI HOLIDAY SCHEDULE
University Enterprises, Inc. Staff**

<u>Day</u>	<u>Date</u>	<u>Holiday</u>	<u>Paid Holiday</u>	<u>Scheduled Workday</u>
Friday	July 3, 2009	Independence Day	Yes	No
Monday	September 7, 2009	Labor Day	Yes	No
Wednesday	November 11, 2009	Veteran's Day	Yes	No
Thursday	November 26, 2009	Thanksgiving Day	Yes	No
Friday	November 27, 2009	Holiday	Yes	No
Friday	December 25, 2009	Christmas Day	Yes	No
Monday	December 28, 2009	Holiday	Yes	No
Tuesday	December 29, 2009	Holiday	Yes	No
Wednesday	December 30, 2009	Holiday	Yes	No
Thursday	December 31, 2009	New Year's Eve	<u>NO</u>	No
Friday	January 1, 2010	New Year's Day	Yes	No
Monday	January 18, 2010	Martin Luther King Jr. Day	Yes	No
Wednesday	March 31, 2010	Cesar Chavez Day	Yes	No
Monday	May 31, 2010	Memorial Day	Yes	No

NOTE:

University Enterprises, Inc. facilities will be closed for business: Thanksgiving Holiday – Thursday, November 26 through Sunday, November 29, 2009 and Winter Break – Friday, December 25, 2009 through Sunday, January 3, 2010.

University Enterprises, Inc. does not observe Admissions Day, Columbus Day, Lincoln's Birthday and Washington's Birthday as Holidays. However it does observe the Friday after Thanksgiving and three of the four workdays between Christmas Day and New Year's Day as Holidays.