

10-MONTH EMPLOYEE HOLIDAY SCHEDULE FOR 2011

In 2011, there are 13 scheduled holidays. St. Mary's College of Maryland will be CLOSED and ten-month employees occupying permanent positions will be paid for these days.

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	Monday, January 3
Spring Break Day	Friday, March 18
Memorial Day	Monday, May 30
Thanksgiving Break	Wednesday, November 23 Thursday, November 24 Friday, November 25
Holiday Break	Friday, December 23 Monday, December 26 Tuesday, December 27 Wednesday, December 28 Thursday, December 29 Friday, December 30
New Year's Day 2012	Monday, January 2

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**FLOATING HOLIDAY Monday, January 17

** Although the College is open for business on this day, a holiday is earned in observance of Martin Luther King's Birthday. It may be used on or after that date with supervisory approval.

Notes: The holiday balance that appears on your timesheet includes only unused FLOATING HOLIDAY hours. All other holidays are earned and used on the days the College is closed, and thus will not appear as part of the balance on your timesheet.

The maximum annual leave allowed to be carried over for non-bargaining employees is 160 hours from one *fiscal year* to the next.