

10-MONTH EMPLOYEE HOLIDAY SCHEDULE FOR 2009

In 2009, 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	Thursday, January 1
Spring Break Day	Friday, March 20
Memorial Day	Monday, May 25
Thanksgiving Break	Wednesday, November 25 Thursday, November 26 Friday, November 27
Holiday Break	Thursday, December 24 Friday, December 25 Monday, December 28 Tuesday, December 29 Wednesday, December 30 Thursday, December 31
New Year's Day 2010	Friday, January 1

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****FLOATING HOLIDAY** Monday, January 19

****** 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 is 360 hours from one *fiscal year* to the next.