

10-MONTH EMPLOYEE HOLIDAY SCHEDULE FOR 2010

In 2010, there are 14 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	Friday, January 1
Spring Break Day	Friday, March 19
Memorial Day	Monday, May 31
Thanksgiving Break	Wednesday, November 24 Thursday, November 25 Friday, November 26
Holiday Break	Thursday, December 23 Friday, December 24 Monday, December 27 Tuesday, December 28 Wednesday, December 29 Thursday, December 30 Friday, December 31
New Year's Day 2011	Monday, January 3

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**FLOATING HOLIDAY Monday, January 18

** 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 160 hours from one *fiscal year* to the next.