

## 10-MONTH EMPLOYEE HOLIDAY SCHEDULE FOR 2018

In 2018, there are 14 scheduled holidays. (The additional holiday in 2018 due to the state-wide election will be taken on September 3, 2018). 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 1
Spring Break Day	Friday, March 16
Memorial Day	Monday, May 28
Labor Day	Monday, September 3
Thanksgiving Break	Wednesday, November 21 Thursday, November 22 Friday, November 23
Holiday Break	Monday, December 24 Tuesday, December 25 Wednesday, December 26 Thursday, December 27 Friday, December 28 Monday, December 31
New Year's Day 2019	Tuesday, January 1

\* \* \* \* \*

\*\*FLOATING HOLIDAY    Monday, January 15

\*\* 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.