

MEMORANDUM

To: Columbia College Staff
From: President Caroline Whitson
Provost Laurie Hopkins
Date: March 2009
Subject: 2009/10 Staff Holidays

The following staff holidays will be observed in the 2009/2010 academic year:

Independence Day Friday, July 3, 2009

Labor Day Monday, September 7, 2009

Fall Break In cooperation with your co-workers and by approval of your direct supervisor, you may celebrate this break on:
Monday and Tuesday, October 12 and 13, 2009
Or
Thursday and Friday, October 15 and 16, 2009

Thanksgiving Thursday and Friday November 26 - 27, 2009
Offices will close at 3pm on November 25, 2009

Christmas Day Friday, December 25, 2009
Offices close at 3pm on December 24, 2009

New Year's Day Friday, January 1, 2010
Offices close at 3pm on December 31, 2009

In cooperation with your co-workers and by approval of your direct supervisor, you may celebrate this holiday:

December 21-24, 2009
or
December 28-31, 2009

Spring Break In cooperation with your co-workers and by approval of your direct supervisor, you may celebrate this break on:
Monday and Tuesday, March 8 and 9, 2010
Or
Thursday and Friday, March 11 and 12, 2010

Good Friday Friday, April 2, 2010