

WESTERN MICHIGAN UNIVERSITY

TO: University Community

FROM: Human Resources

DATE: April 28, 2008

SUBJECT: Fiscal Year 2008-2009 Holiday and Winter Closure Schedules

Non-bargaining Employees 2008-2009 Holiday Schedule

Official Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 4, 2008	<ol style="list-style-type: none"> Employees may use annual leave to celebrate religious holidays on days the University operates under normal business hours. Employees who are required to work on designated holidays are eligible for holiday pay, as applicable to them.
Labor Day	Monday, September 1, 2008	
Thanksgiving Day	Thursday, November 27, 2008	
Friday after Thanksgiving	Friday, November 28, 2008	
Christmas Day	Thursday, December 25, 2008	
New Year's Day	Thursday, January 1, 2009	
Martin Luther King, Jr. Day	Monday, January 19, 2009	
Memorial Day	Monday, May 25, 2009	

Non-bargaining Employees 2008-2009 Winter Closure Schedule

Winter Closure Period	Offices that may remain open during closure	Important Notes
Friday, December 26, 2008 through Friday, January 2, 2009	Bernhard Center Development Office Lawson Ice Arena Sindecuse Health Center West Hills	<ol style="list-style-type: none"> Some employees, not assigned to the offices listed to the left, may be required to work because of designated tasks. These employees will be notified by their supervisors as soon as possible. Employees required to work on closure days will be provided with alternative time off at a later date, as arranged by their supervisor.

Winter Closure Period	Offices open 24 hours a day, seven days a week during closure	Important Notes
Friday, December 26, 2008 through Friday, January 2, 2009	Public Safety Power Plant	<ol style="list-style-type: none"> Employees required to work on closure days will be provided with alternative time off at a later date, as arranged by their supervisor.

**American Association of University Professors (AAUP)
2008-2009 Holiday Schedule**

Designated Holiday	Day & Date	Important Note
Independence Day	Friday, July 4, 2008	1. Fiscal-year faculty may use annual leave to celebrate religious holidays on days the University operates under normal business hours. 2. Holiday designation is under the terms of the current collective bargaining agreement.
Labor Day	Monday, September 1, 2008	
Thanksgiving Day	Thursday, November 27, 2008	
Day after Thanksgiving	Friday, November 28, 2008	
Christmas Holiday	Wednesday, December 24, 2008	
Christmas Day	Thursday, December 25, 2008	
Extra Day at New Year	Wednesday, December 31, 2008	
New Year's Day	Thursday January 1, 2009	
Martin Luther King, Jr. Day	Monday, January 19, 2009	
Spirit Day	Friday, February 27, 2009	
Memorial Day	Monday, May 25, 2009	

**American Federation of State, County, and Municipal Employees (AFSCME)
2008-2009 Holiday Schedule**

Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 4, 2008	1. Employees may use annual leave to celebrate religious holidays on days the University operates under normal business hours. 2. Employees who are required to work on designated holidays are eligible for holiday pay as stipulated in the collective bargaining agreement. 3. Holiday designation is under the terms of the current collective bargaining agreement.
Labor Day	Monday, September 1, 2008	
Thanksgiving Day	Thursday, November 27, 2008	
Day after Thanksgiving	Friday, November 28, 2008	
Christmas Day	Thursday, December 25, 2008	
Extra Day at Christmas	Friday, December 26, 2008	
Extra Day at Christmas	Monday, December 29, 2008	
Extra Day at New Year	Tuesday, December 30, 2008	
Extra Day at New Year	Wednesday, December 31, 2008	
New Year's Day	Thursday, January 1, 2009	
Martin Luther King, Jr. Day	Monday, January 19, 2009	
Memorial Day	Monday, May 25, 2009	

**Michigan State Employees Association (MSEA)
2008-2009 Holiday Schedule**

Official Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 4, 2008	<ol style="list-style-type: none"> 1. Employees may use annual leave to celebrate religious holidays on days the University operates under normal business hours. 2. Employees who are required to work on designated holidays are eligible for holiday pay as stipulated in the collective bargaining agreement. 3. Holiday designation is under the terms of the current collective bargaining agreement.
Labor Day	Monday, September 1, 2008	
Thanksgiving Day	Thursday, November 27, 2008	
Friday after Thanksgiving	Friday, November 28, 2008	
Christmas Day	Thursday, December 25, 2008	
New Year's Day	Thursday, January 1, 2009	
Martin Luther King, Jr. Day	Monday, January 19, 2009	
Good Friday	Friday, April 10, 2009	
Memorial Day	Monday, May 25, 2009	

**Police Officers Association (POA)
2008-2009 Holiday Schedule**

Official Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 4, 2008	<ol style="list-style-type: none"> 1. Employees may use annual leave to celebrate religious holidays on days the University operates under normal business hours. 2. Employees who are required to work on designated holidays are eligible for holiday pay as stipulated in the collective bargaining agreement. 3. Holiday designation is under the terms of the current collective bargaining agreement.
Labor Day	Monday, September 1, 2008	
Thanksgiving Day	Thursday, November 27, 2008	
Friday after Thanksgiving	Friday, November 28, 2008	
Christmas Day	Thursday, December 25, 2008	
New Year's Day	Thursday, January 1, 2009	
Martin Luther King, Jr. Day	Monday, January 19, 2009	
Memorial Day	Monday, May 25, 2009	