

WESTERN MICHIGAN UNIVERSITY

TO: University Community
 FROM: Human Resources
 DATE: April 22, 2009
 SUBJECT: Fiscal Year 2009-2010 Holiday and Winter Closure Schedules

Non-Bargaining Employees 2009-2010 Designated Holidays

Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 3, 2009	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 applicable to them.
Labor Day	Monday, September 7, 2009	
Thanksgiving Day	Thursday, November 26, 2009	
Friday after Thanksgiving	Friday, November 27, 2009	
Christmas Day	Friday, December 25, 2009	
New Year's Day	Friday, January 1, 2010	
Martin Luther King, Jr. Day	Monday, January 18, 2010	
Memorial Day	Monday, May 31, 2010	

Non-Bargaining Employees 2009-2010 Winter Closure

Winter Closure Period	Offices that may remain open during closure	Important Notes
Monday, December 28, 2009 through Thursday, December 31, 2009 WMU will resume normal business hours January 4, 2010.	Bernhard Center Development Office Lawson Ice Arena Sindecuse Health Center West Hills	1. 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. 2. 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
Monday, December 28, 2009 through Thursday, December 31, 2009	Public Safety Power Plant	1. 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)
2009-2010 Holiday Schedule**

Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 3, 2009	<ol style="list-style-type: none"> 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 7, 2009	
Thanksgiving Day	Thursday, November 26, 2009	
Day after Thanksgiving	Friday, November 27, 2009	
Christmas Holiday	Thursday, December 24, 2009	
Christmas Day	Friday, December 25, 2009	
Extra Day at New Year	Thursday, December 31, 2009	
New Year's Day	Friday, January 1, 2010	
Martin Luther King, Jr. Day	Monday, January 18, 2010	
Spirit Day	Friday, February 26, 2010	
Memorial Day	Monday, May 31, 2010	

**American Federation of State, County, and Municipal Employees (AFSCME)
2009-2010 Holiday Schedule**

Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 3, 2009	<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 premium holiday pay, as outlined in their collective bargaining agreement. 3. Holiday designation is under the terms of the current collective bargaining agreement.
Labor Day	Monday, September 7, 2009	
Thanksgiving Day	Thursday, November 26, 2009	
Day after Thanksgiving	Friday, November 27, 2009	
Christmas Day	Friday, December 25, 2009	
Extra Day at Christmas	Monday, December 28, 2009	
Extra Day at Christmas	Tuesday, December 29, 2009	
Extra Day at New Year	Wednesday, December 30, 2009	
Extra Day at New Year	Thursday, December 31, 2009	
New Year's Day	Friday, January 1, 2010	
Martin Luther King, Jr. Day	Monday, January 18, 2010	
Memorial Day	Monday, May 31, 2010	

**Michigan State Employees Association (MSEA)
2009-2010 Holiday Schedule**

Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 3, 2009	<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 applicable to them. 3. Holiday designation is under the terms of the current collective bargaining agreement.
Labor Day	Monday, September 7, 2009	
Thanksgiving Day	Thursday, November 26, 2009	
Friday after Thanksgiving	Friday, November 27, 2009	
Christmas Day plus one day before or after	Friday, December 25, 2009	
New Year's Day plus one day before or after	Friday, January 1, 2010	
Martin Luther King, Jr. Day	Monday, January 18, 2010	
Good Friday	Friday, April 2, 2010	
Memorial Day	Monday, May 31, 2010	
Employee's Birthday		

**Police Officers Association (POA)
2009-2010 Holiday Schedule**

Designated Holiday	Day & Date	Important Notes
Independence Day	Friday, July 3, 2009	<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 official designated holidays are eligible for holiday pay, as applicable to them. 3. Holiday designation is under the terms of the current collective bargaining agreement.
Labor Day	Monday, September 7, 2009	
Thanksgiving Day	Thursday, November 26, 2009	
Friday after Thanksgiving	Friday, November 27, 2009	
Christmas Day	Friday, December 25, 2009	
New Year's Day	Friday, January 1, 2010	
Martin Luther King, Jr. Day	Monday, January 18, 2010	
Memorial Day	Monday, May 31, 2010	