



Elizabethtown College

Human Resources

To: All Employees

From: Nancy E. Florey, Associate Vice President for Human Resources

Date: May 7, 2012

Subject: Holiday Schedule for 2012-2013

The following days have been established as the holidays for 2012-2013:

Wednesday, July 4, 2012

Monday, September 3, 2012

Thursday, November 22, and Friday, November 23, 2012

Friday, December 21, 2012, (following the Holiday Luncheon) through Tuesday, January 1, 2013 (*returning Wednesday, January 2, 2013*)

Friday, March 29, and Monday, April 1, 2013

Monday, May 27, 2013

Thursday, July 4, 2013

Employees who wish to observe other holidays may do so by using vacation or personal time or by taking the time unpaid.

College offices are closed during the holiday. Areas that will be open are those that have critical public functions, such as Campus Security. Specific hours may vary based on department (i.e., Facilities Management, Dining Services, etc.).