



Wednesday, November 20, 2002

Holiday schedule for OU employees posted

The Oakland University holiday schedule includes the following days off for faculty and staff:

- Thursday, Nov. 28, Thanksgiving
- Friday, Nov. 29, Day after Thanksgiving
- Tuesday, Dec. 24, Christmas Eve
- Wednesday, Dec. 25, Christmas Day
- Wednesday, Jan. 1, New Years Day

The university will be on recess from Dec. 26 through Dec. 31. The university also will be closed Monday, Dec. 23. On that day, employees must use personal time, vacation time or time-off without pay. For employees who do not have sufficient personal leave or vacation days to cover the absence, that day will be considered approved time off without pay. Employees and supervisors should take care that time cards accurately reflect how the day is accounted for.

Following the holiday recess, employees will return to work Thursday, Jan. 2, unless additional time off is approved in advance.

Employees with questions can contact Barbara McGuire, compensation services manager, at 370-3476.

SUMMARY

The Oakland University holiday schedule for faculty and staff includes two days off for Thanksgiving and eight days recess around Christmas and New Years Day.

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