

THE UNIVERSITY OF TULSA
Office of Human Resources & Risk Management

MEMORANDUM

TO: All University of Tulsa Faculty and Staff
FROM: Wayne Paulison, Associate VP for Human Resources & Risk Management
DATE: May 4, 2009
RE: Official Holiday Schedule for 2009-2010

For the past few years, the university has granted three extra holidays, called energy conservation (or non-standard) holidays during the Christmas - New Year holiday season. This means that employees (excluding temporaries) will receive ten paid holidays plus **three** additional non-standard holidays, totaling **thirteen paid holidays for the 2009-2010 fiscal year!**

All university offices (except for essential services) will be closed in observance of the holidays listed below, excluding the floating holiday, which is scheduled on an individual basis.

2009-2010 FISCAL YEAR HOLIDAYS

| <u>DAY</u> | <u>DATE</u> | <u>HOLIDAY</u> |
|--------------|-------------------|----------------------|
| Friday | July 3, 2009 | Independence Day |
| Monday | September 7, 2009 | Labor Day |
| Thursday | November 26, 2009 | Thanksgiving Holiday |
| Friday | November 27, 2009 | Thanksgiving Holiday |
| Thursday | December 24, 2009 | Christmas Holiday |
| Friday | December 25, 2009 | Christmas Holiday |
| Monday | December 28, 2009 | Non-Standard Holiday |
| Tuesday | December 29, 2009 | Non-Standard Holiday |
| Wednesday | December 30, 2009 | Non-Standard Holiday |
| Thursday | December 31, 2009 | New Year's Holiday |
| Friday | January 1, 2010 | New Year's Holiday |
| Monday | May 31, 2010 | Memorial Day |
| As scheduled | | Floating Holiday |

We hope that you enjoy these holiday benefits and look forward to spending them with your families and friends. If you have any questions regarding these official university holidays, please contact the Office of Human Resources.