

# Memo

To: Campus Community  
From: Vice President Lindsay A. Desrochers  
Date: 11-5-2009  
Re: Holiday Schedule, University Closure Days, Governor's Day & Special Day

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PSU's upcoming schedule is as follows:

**Holidays for 2009**

Veterans Day - Wednesday, November 11, 2009  
Thanksgiving Day - Thursday, November 26, 2009  
Day after Thanksgiving - Friday, November 27, 2009  
Christmas Day - Friday, December 25, 2009

**PSU Closure Dates 2009**

Saturday December 19 through (including) Thursday, December 24  
Saturday, December 26 through (including) Monday, December 28

This closure period includes five regular work days and employees will need to use eligible leave as specified below on those days if they wish to remain in paid status.

**Classified employees** are to use their furlough days and their **Special Day\*** per Article 42, Section 2 of the SEIU Collective Bargaining Agreement, to cover the closure days and time off during the holidays.

**Unclassified employees** with appointments above .5 FTE are to use their President's Leave Days as per the Unclassified/Unrepresented and Unclassified/Excluded Salary Reduction and President's Leave Program.

Also, eligible unclassified employees will receive an additional day of paid leave as recently authorized by the Governor. The **Governor's Day\*\*** is intended to be taken in conjunction with the Thanksgiving, Christmas and New Years Day holidays.

Employees performing critical functions as designated by unit supervisors who must work on school closure days will be eligible to schedule alternate days off and use eligible leave to remain in paid status. Eligibility will be approved by the division Vice President or Provost in conjunction with Facilities and Planning.

Information is available on the HR website at [www.pdx.edu/hr](http://www.pdx.edu/hr) about PSU School Closures, SEIU Mandatory Unpaid Leave, Unclassified/Unrepresented and Unclassified/Excluded Salary Reduction and President's Leave Program, and AAUP Letter of Agreement 6 - Salary Reductions.

**\*Special Day** - Article 42, Section 2 of the SEIU Collective Bargaining Agreement

In addition to the holidays specified in this Article, full time employees shall receive eight (8) hours of paid leave. Part-time, seasonal and job share employees shall receive a prorated share of eight (8) hours of paid leave at their regular straight time rate of pay based upon the same percentage or fraction of month as they are regularly scheduled to work. Paid leave granted in this section, shall be accrued by all employees employed as of December 24 of each year. Employees may request the option of using this paid leave on the workday before or after Christmas, the workday before or after New Year's Day, or when these days are not available to an employee, on another day of the employee's choice; provided that, approved usage of this leave shall be granted on a basis which shall preclude the closure of facilities. However, the day must be used no later than June 30th of that fiscal year or it is forfeited and is not compensable.

**\*\*Governor's Day**

The Governor is granting benefits-eligible unclassified and unrepresented employees an additional day of leave in conjunction with Thanksgiving, Christmas or New Year's Day. This leave is eight hours for full time employees and prorated for part time employees. The employee must be employed as of the day prior to the applicable holiday. Leave should be completed by January 31.

Temporary employees and contractors do not receive this day of paid leave.

**Holidays for 2010**

New Year's Day - Friday, January 1, 2010

Martin Luther King, Jr. Birthday - Monday, January 18, 2010

Memorial Day - Monday, May 31, 2010

Independence Day Observed - Monday, July 5, 2010

Labor Day - Monday, September 6, 2010

Veterans Day - Thursday, November 11, 2010

Thanksgiving Day - Thursday, November 25, 2010

Day After Thanksgiving - Friday, November 26, 2010

Christmas Day Observed - Friday, December 24, 2010