



MEMO

DATE: December 19, 2011
TO: Snow College Staff
FROM: Bonnie Edwards
SUBJECT: 2012 Holiday Schedule

Each year the Snow College holiday schedule changes according to specific dates. Following is the calendar year 2012 holiday schedule:

January 2	Monday	New Year's Day
January 16	Monday	Human Right's Day
February 20	Monday	President's Day
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day
July 24	Tuesday	Pioneer Day
September 3	Monday	Labor Day
November 22	Thursday	Thanksgiving
November 23	Friday	Day following Thanksgiving
December 24	Monday	Day before Christmas
December 25	Tuesday	Christmas
December 31	Monday	Day before New Year's

Eligible employees are entitled to nine holidays plus up to three Presidential discretionary days.

Presently one discretionary day has been assigned to the day after Thanksgiving, but can be changed by the President with advanced notice.

For the calendar year 2012, the President has assigned the day before Christmas as a discretionary day to take the place of a personal leave day and the President has assigned the day before New Years to be the other discretionary day. **This means that there will be no personal leave days for the 2012 calendar year.**

Remember, discretionary days are at the discretion of the President.

If you have any questions, please call (7057) or send me an e-mail (bonnie.edwards@snow.edu).