


# CENTRAL TEXAS COLLEGE

OFFICE OF THE CHANCELLOR

**Education For The Individual**

**DATE:** June 5, 2009  
**TO:** All Central Texas College District Employees  
**FROM:** Dr. James R. Anderson, Chancellor   
**SUBJECT: OFFICIAL COLLEGE HOLIDAYS FOR FISCAL YEAR 2009-2010**

Listed below are the official College District holidays for the next Fiscal Year 2009-2010. This schedule provides a total of eighteen paid holidays for district employees to enjoy. Please celebrate them safely.

Holiday Calendar		
Holiday	Day of Week	Date(s) Observed
Labor Day	Monday	September 7, 2009
Veterans Day	Wednesday	November 11, 2009
Thanksgiving	Thursday/Friday	November 26-27, 2009
Christmas/New Year's Day		December 21, 2009-January 1, 2010
M.L. King Day	Monday	January 18, 2010
Presidents' Day	Monday	February 15, 2010
Memorial Day	Monday	May 31, 2010
Independence Day ( <b>Observed</b> )	Monday	July 5, 2010

In those instances where it is necessary for personnel to work, please provide compensatory time as requirements permit. Employees not normally scheduled to work on a day upon which a holiday falls will not be paid for that holiday. Some of our contracts may require that we observe a different holiday schedule. In those instances, our work schedule should compare to that of the customer. Any variations to this schedule will require prior approval of the operating units Dean.

This memorandum is not applicable to CTCD employees employed under the Services Contract Act, where a specific wage determination applies. These employees will receive paid holidays in accordance with wage determination.

Supervisors will also ensure that all employees are provided appropriate time off from their duties to observe religious holidays and to attend religious services.