

# CENTRAL TEXAS COLLEGE

OFFICE OF THE CHANCELLOR

Education For The Individual

**DATE:** June 22, 2011

**TO:** All Central Texas College District Employees

**FROM:** Dr. James R. Anderson, Chancellor 

**SUBJECT:** **OFFICIAL COLLEGE HOLIDAYS FOR FY 2011-2012**  
\*Correction Memo

Listed below are the official College District holidays for the next Fiscal Year 2011-2012. This schedule provides a total of nineteen paid holidays for district employees to enjoy. Please celebrate them safely.

| Holiday Calendar         |                           |                      |
|--------------------------|---------------------------|----------------------|
| Holiday                  | Day of Week               | Date(s) Observed     |
| Labor Day                | Monday                    | September 5, 2011    |
| Veterans Day             | Friday                    | November 11, 2011    |
| Thanksgiving             | Wednesday/Thursday/Friday | November 23-25, 2011 |
| Christmas/New Year's Day |                           | December 19-30, 2011 |
| M.L. King Day            | Monday                    | January 16, 2012     |
| Presidents' Day          | Monday                    | February 20, 2012    |
| Memorial Day             | Monday                    | May 28, 2012         |
| Independence Day         | *Wednesday<br>Monday      | July 4, 2012         |

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.