



TO: University Personnel
FROM: Charles J. Dougherty, Ph.D.
RE: Holiday Schedule - 2012
DATE: December 16, 2011

Below is the 2012 holiday schedule that will be observed by the University. The extra time off over the Christmas and New Year holidays has been authorized in recognition of the continued effort and dedication of the Duquesne family.

DATE	HOLIDAY
Monday, January 16, 2012	Martin Luther King Day
Thursday, April 5	Holy Thursday
Friday, April 6	Good Friday
Saturday, April 7	Holy Saturday
Thursday, May 17	Ascension Thursday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Wednesday, August 15	Feast of the Assumption
Monday, September 3	Labor Day
Thursday, November 1	All Saints Day
Thursday, November 22	Thanksgiving Day
Friday, November 23	Day after Thanksgiving
Saturday, December 8	The Immaculate Conception
Monday, December 24	Christmas Break
Tuesday, December 25	Christmas Day
Wednesday, December 26	Christmas Break
Thursday, December 27	Christmas Break
Friday, December 28	Christmas Break
Monday, December 31	Christmas Break
Tuesday, January 1, 2013	New Year's Day

Employees who normally work a schedule other than Monday through Friday should consult their department head and/or the Office of Human Resource Management if there is any question in the interpretation of the holiday schedule and/or policy.

Employees required to be on duty any of these holidays will receive additional pay or additional time off in accordance with established procedures. Employees represented by unions will be subject to the terms of the appropriate labor agreement.

Other questions should be directed to the Office of Human Resource Management.