


MEMO

TO: All University Personnel
FROM: Stephen A. Schillo, Vice President 
 Management and Business
RE: **Holiday Schedule - 2008**
DATE: January 2, 2008

Following is the 2008 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 21, 2008	Martin Luther King Day
Thursday, March 20	Holy Thursday
Friday, March 21	Good Friday
Saturday, March 22	Holy Saturday
Thursday, May 1	Ascension Thursday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Friday, August 15	Feast of the Assumption
Monday, September 1	Labor Day
Saturday, November 1	All Saints Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Monday, December 8	The Immaculate Conception
Wednesday, December 24	Christmas Break
Thursday, December 25	Christmas Day
Friday, December 26	Christmas Break
Monday, December 29	Christmas Break
Tuesday, December 30	Christmas Break
Wednesday, December 31	Christmas Break
Thursday, January 1, 2009	New Year's Day
Friday, January 2, 2009	Christmas Break

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.