



**OFFICE OF THE
VICE CHANCELLOR AND DEAN**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
COLUMBUS

2010 Holiday Schedule

In keeping with the designated holidays approved by the Board of Trustees, the following days and dates will be observed as holidays during 2010:

Holiday	Day of Observance	Date of Observance
New Year's Day (H1)	Friday	January 1, 2010
Martin Luther King, Jr. Day (H2)	Monday	January 18*
IUPUC Campus Holiday (H3)	Friday	March 19**
Memorial Day (H4)	Monday	May 31
Independence Day (H5)	Monday	July 5
Labor Day (H6)	Monday	September 6
Thanksgiving Day (H7)	Thursday	November 25
Friday After Thanksgiving (H8)	Friday	November 26*
Christmas (H9)	Friday	December 24

Each holiday is considered to be a maximum of eight hours for full-time, appointed staff and is prorated by FTE for part-time, appointed staff. Employees must be on appointment prior to the holiday and must be in pay status at least four hours the day before or the day following the Holiday to be eligible to receive holiday pay.

*When biweekly staff must work on Martin Luther King, Jr. Day or the Friday after Thanksgiving, they receive regular pay plus time off (up to a maximum eight hours) on a mutually agreeable date. Staff do not receive Holiday Incentive Pay (HIP) for working on these holidays.

When biweekly staff must work on any of the other university observed holidays, they receive payment at a rate of pay equal to one and one-half times the regular rate (Holiday Incentive Pay) plus time off (up to a maximum eight hours) on a mutually agreeable date. See the exception for Campus Holiday below.

**At IUPUC, the Campus Holiday is observed on March 19, the Friday of Spring Break week. Although the IUPUI Campus Holiday is observed on Good Friday, IUPUC employees who work on Good Friday are paid at their regular rate of pay and do not receive Holiday Incentive Pay (HIP).

Employees should be reminded to save PTO or vacation hours (not sick time) to cover office closings between the Christmas and New Year's holidays. New employees who have not been employed long enough to earn sufficient time off to cover department closings, may borrow against future earnings of PTO or vacation hours.