



ERSKINE
COLLEGE & SEMINARY

TO: ALL ERSKINE EMPLOYEES
FROM: HOPE HARRISON, DIRECTOR OF HUMAN RESOURCES
DATE: 5/12/2011
RE: 2011-2012 HOLIDAY SCHEDULE
FOR ADMINISTRATIVE OFFICES AND LIBRARY

The President's Cabinet has approved the following holidays for the administrative offices and library.

2011-2012 HOLIDAY SCHEDULE

July 4, 2011	Monday	Independence Day	1 day
October 17, 18, 2011*	Monday, Tuesday	Fall Break	2 days
November 23-25, 2011	Wed, Thurs, Fri	Thanksgiving	3 days
December 19, 2011 – December 30, 2010	Christmas Closing (Christmas Eve, Christmas Day & New Year's Day Included)		10 days
March 19, 20, 2012**	Monday, Tuesday	Spring Break	2 days
April 6, 2012	Friday	Good Friday	1 day
May 28, 2011	Monday	Memorial Day	1 day
		TOTAL	20 days

Offices will be open until 5:00 PM on the day preceding the holiday.

**October 17 and 18 reflects Holiday Schedule for College only. Seminary staff and administration will operate on regular schedule during this time. The Seminary staff and administration will observe their holidays on November 21 and 22.*

***March 19 and 20 reflects Holiday Schedule for College only. Seminary staff and administration will operate on regular schedule during this time. The Seminary staff and administration will observe their holidays on April 4 and 5.*

2011 -2012

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30