



TO: All Sowela Employees
FROM: Nicole J. Moncrief, Director of Human Resources
DATE: December 17, 2010
RE: SOWELA Holiday Schedule for 2011 - REVISED

In accordance with the LCTCS policy on Holidays for All Employees, the Sowela Technical Community College 2011 Holiday Schedule is as follows:

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|----------------------------|------------------------------|
| 1. January 3, 2011 (M) | Extended New Year Holiday |
| 2. January 17, 2011 (M) | Martin Luther King Day |
| 3. March 8, 2011 (Tu) | Mardi Gras |
| 4. April 22, 2011 (F) | Good Friday (Easter Holiday) |
| 5. July 4, 2011 (M) | Independence Day |
| 6. September 5, 2011 (M) | Labor Day |
| 7. November 24, 2011 (Th) | Thanksgiving Day |
| 8. November 25, 2011 (F) | Day after Thanksgiving |
| 9. December 23, 2011 (F) | Extended Christmas Holiday |
| 10. December 26, 2011 (M) | Extended Christmas Holiday |
| 11. December 27, 2011 (Tu) | Extended Christmas Holiday |
| 12. December 28, 2011 (W) | Extended Christmas Holiday |
| 13. December 29, 2011 (Th) | Extended Christmas Holiday |
| 14. December 30, 2011 (F) | Extended Christmas Holiday |

Chancellor Days: (You must use annual leave and/or compensatory time.)

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|--------------------------|-----------------------------|
| * March 7, 2011 (M) | Chancellor Day - Mardi Gras |
| * December 19, 2011 (M) | Chancellor Day |
| * December 20, 2011 (Tu) | Chancellor Day |
| * December 21, 2011 (W) | Chancellor Day |
| * December 22, 2011 (Th) | Chancellor Day |

Holiday closure (December 19, 2011 to January 3, 2012), 12-month employees return to work January 4, 2012.

This schedule identifies the maximum fourteen (14) legal holidays to be observed by the employees of Sowela. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by Sowela.

You may find the approved system policy on the Sowela website at www.sowela.edu under HR policy 6.046.1 Holidays for All Employees.

Approved by:


Dr. Andrea Lewis Miller, Chancellor

12.17.10
Date