



SOWELA
TECHNICAL COMMUNITY COLLEGE

TO: All Employees
FROM: Nicole J. Moncrief, Director of Human Resources
DATE: January 5, 2009
RE: SOWELA Holiday Schedule for 2009

In accordance with the LCTCS policy on Holidays for All Employees, the SOWELA Technical Community College (STCC) 2009 Holiday Schedule is as follows:

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|-----------------------------------|------------------------|
| 1. January 1, 2009 (Thursday) | New Year Holiday |
| 2. January 19, 2009 (Monday) | Martin Luther King Day |
| 3. February 24, 2009 (Tuesday) | Mardi Gras |
| 4. April 10, 2009 (Friday) | Good Friday |
| 5. July 3, 2009 (Friday) | Independence Day |
| 6. September 7, 2009 (Monday) | Labor Day |
| 7. November 26, 2009 (Thursday) | Thanksgiving Day |
| 8. November 27, 2009 (Friday) | Day after Thanksgiving |
| 9. December 24, 2009 (Thursday) | Christmas Holiday |
| 10. December 25, 2009 (Friday) | Christmas Holiday |
| 11. December 28, 2009 (Monday) | Christmas Holiday |
| 12. December 29, 2009 (Tuesday) | Christmas Holiday |
| 13. December 30, 2009 (Wednesday) | Christmas Holiday |
| 14. December 31, 2009 (Thursday) | New Year's Eve |

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

- Monday, December 21, 2009
- Tuesday, December 22, 2009
- Wednesday, December 23, 2009

Holiday closure (December 21, 2009 to January 1, 2010), 12-month employees return to work January 4, 2010.

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

You may find the approved system policy on the LCTCS website at www.lctcs.edu under General LCTCS Information - Policies - HR policy 6.028 Holidays for All Employees.