AMENDED

TO: All SOWELA Employees

FROM: Dr. Fitzpatrick Anyanwu
       Director of Human Capital Resources & Payroll

DATE: September 9, 2014

RE: SOWELA Holiday Schedule for 2015

In accordance with the LCTCS policy on Holidays for All Employees, the SOWELA Technical Community College 2015 Holiday Schedule is as follows:

1. January 1, 2015 (Thursday) New Year Holiday
2. January 19, 2015 (Monday) Martin Luther King Day
3. February 17, 2015 (Tuesday) Mardi Gras
4. April 3, 2015 (Friday) Good Friday (Easter Holiday)
5. July 3, 2015 (Friday) Independence Day
7. November 26, 2015 (Thursday) Thanksgiving Day
8. November 27, 2015 (Friday) Day after Thanksgiving
9. December 24, 2015 (Thursday) Extended Christmas Holiday
10. December 25, 2015 (Friday) Extended Christmas Holiday
11. December 28, 2015 (Monday) Extended Christmas Holiday
12. December 29, 2015 (Tuesday) Extended Christmas Holiday
13. December 30, 2015 (Wednesday) Extended Christmas Holiday
14. December 31, 2015 (Thursday) Extended Christmas Holiday

Chancellor Days: (You must use annual leave and/or compensatory time.)
* January 2, 2015 (Friday) Chancellor Day – Day after New Year Holiday
* February 16, 2015 (Monday) Chancellor Day – Mardi Gras
* December 23, 2015 (Wednesday) Chancellor Day – Christmas

Holiday closure (December 23, 2015 to January 1, 2016), 12-month employees return to work January 4, 2016.

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. Neil Aspinwall, Chancellor

Date 9-3-14