BRANDON UNIVERSITY

MEMO

June 13, 2017

To: All Regular Employees
From: Human Resources
Subject: 2017-2018 Christmas & New Year's Break

Please note that the last day of work before Christmas Break will be Friday, December 22, 2017. Tuesday, January 2, 2018, will be the first regular work day of the New Year.

The Christmas Break will be observed in the following manner:

- Saturday, December 23rd
- Sunday, December 24th
- Monday, December 25th – Christmas Day
- Tuesday, December 26th – Boxing Day
- Wednesday, December 27th – Additional Vacation Day (*, **)
- Thursday, December 28th – Additional Vacation Day (*)
- Friday, December 29th – Designated Vacation Day
- Saturday, December 30th
- Sunday, December 31st
- Monday, January 1st – In Lieu of New Year's Day
- Tuesday, January 2nd – Return to Work

For employees using one (1) personal vacation day for the designated vacation day on Friday, December 29th, there is no need to report this to our office.

However, if you wish to use banked time instead of vacation, please have your supervisor notify our office in writing no later than December 1, 2017. Please note that all banked time must be hours already worked and recorded in EmpCenter prior to December 1, 2017.

(*) Applicable to members of IUOE (A) and (D)
(**) Applicable to members of BUFA (Two (2) vacation days required)