

# Bowdoin College

## Memorandum

To: All Employees  
From: Tama Spoerri, Director of Human Resources  
Date: November 1, 2011  
Subject: 2012 College Holidays

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Below are the approved Holidays for the 2012 calendar year.

### **2011 remaining Holidays**

Wednesday – Friday November 23 – 25	Thanksgiving holidays
Monday, December 26	Christmas Eve Holiday (observed)
Tuesday, December 27	Christmas Holiday (observed)
Friday, December 30	New Year's Eve (observed)

### **2012 Holidays**

Monday, January 2, 2012	New Year's Day (Observed)
Monday, January 16	Martin Luther King Day (classes not in session)
Monday, February 20	Presidents' Day
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Wednesday thru Friday, November 21-23	Thanksgiving Holidays (3 days)
Monday, December 24	Christmas Eve Holiday
Tuesday, December 25	Christmas Holiday
Monday, December 31	New Year's Day

### **Part of the 2013 Holiday Schedule**

<i>Tuesday, January 1, 2013</i>	<i>New Year's Day</i>
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Over the course of the year, while the College's administrative offices may be officially observing a holiday (indicated above), employees in some offices may be required to work to support students, the academic program and/or a general business need (i.e. Labor Day, an observed New Year's Day, President's Day, Independence Day, etc.). In these instances employees are encouraged to save the holiday to be used at a later date with supervisory approval.

In addition, Academic year employees do not receive holidays that fall outside of the standard academic calendar that they are scheduled to work. Those with academic year assignments that end prior to commencement do not receive Memorial Day or Independence Day. Academic year employees who work beyond Memorial Day, do receive the holiday, however they do not receive Independence Day.

If you have any questions, please contact Human Resources.

Human Resources

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