

August 14, 2008

THE UNIVERSITY OF  
**ALABAMA**  
FOUNDED 1831

TO: Deans, Directors and Department Heads  
FROM: <sup>CH.</sup> Charlotte Harris, Associate VP for Human Resources  
SUBJECT: 2009 Holidays

For calendar year 2009, the University will observe the following holidays or holiday periods.

New Year's Day	The 2008 Christmas holiday period (including New Year's Day) will extend through Sunday, January 4, 2009.
Martin Luther King, Jr. Day	Monday, January 19, 2009
Spring Holidays	Saturday, March 14, 2009 through Sunday, March 22, 2009
Independence Day	Friday, July 3, 2009
Labor Day	Monday, September 7, 2009
Thanksgiving	Thursday, November 26, 2009 through Sunday, November 29, 2009
Christmas	Thursday, December 24, 2009 through Sunday, January 3, 2010

For guidelines on how to compensate employees who are required to work on or during any of the above holidays or holiday periods, please refer to HR Policy # 601, located on the HR web pages or call Human Resources @ 348-6690.



Note: Classes will be cancelled for a 2009 mid-semester study break for students in October AND again on Wednesday, November 25, 2009; however, the University will be officially open. Supervisors may approve annual leave for staff employees as long as essential services are provided.