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Our File No. 2014-0086

Human Resources

MEMORANDUM

TO: Deans of Faculties, Heads of Colleges, Directors of Schools and Department Heads

FROM: Gregory L. Juliano, Associate Vice-President (Human Resources)

DATE: November 25, 2014

Re: **2015/16 Holidays and Christmas-New Year's Break**

I am pleased to provide you with the list of holidays for 2015/16 and to announce the dates for the annual Christmas-New Year's Break that we enjoy.

2015 HOLIDAYS

The following statutory and other holidays will be observed by the University in 2015:

<u>Holiday</u>	<u>Day Holiday Falls</u>	<u>Holiday To Be Observed</u>
New Year's Day	Thursday, January 1, 2015	Thursday, January 1, 2015
Louis Riel Day	Monday, February 16, 2015	Monday, February 16, 2015
Good Friday	Friday, April 3, 2015	Friday, April 3, 2015
Victoria Day	Monday, May 18, 2015	Monday, May 18, 2015
Canada Day	Wednesday, July 1, 2015	Wednesday, July 1, 2015
Terry Fox Day	Monday, August 3, 2015	Monday, August 3, 2015
Labour Day	Monday, September 7, 2015	Monday, September 7, 2015
Thanksgiving Day	Monday, October 12, 2015	Monday, October 12, 2015
Remembrance Day	Wednesday, November 11, 2015	Wednesday, November 11, 2015

CHRISTMAS-NEW YEAR'S BREAK 2015/16

Employees whose regular schedule involves working on Saturday or Sunday will observe different schedules than the one that follows.

The scheduled 2015/16 Christmas-New Year's Break for employees who work a regular Monday through Friday schedule is from Thursday, December 24, 2015 through Monday, January 4, 2016 (both inclusive), as follows:

Wednesday, December 23, 2015..... Last Working Day

Thursday, December 24, 2015 2 half days before Christmas and New Year's Day

Friday, December 25, 2015..... Christmas Day

Saturday, December 26, 2015	Boxing Day
Sunday, December 27, 2015	Sunday
Monday, December 28, 2015	Day off in lieu of Boxing Day
Tuesday, December 29, 2015.....	Floating Holiday
Wednesday, December 30, 2015*.....	* See Note
Thursday, December 31, 2015*	* See Note
Friday, January 1, 2016.....	New Year's Day
Saturday, January 2, 2016.....	Saturday
Sunday, January 3, 2016	Sunday
Monday, January 4, 2016*.....	* See Note
Tuesday, January 5, 2016.....	University Re-Opens

*** Note: 2015/16 Christmas-New Year's Vacation Entitlement Days**

Wednesday, December 30, 2015, Thursday, December 31, 2015 and Monday, January 4, 2016 are charged against the three days paid Vacation Entitlement that the University provides (to those employees who qualify) in conjunction with the Christmas-New Year's Break, unless the employee has had these days rescheduled by the employee's department with the appropriate notice.

For additional information on the "Christmas-New Year's Vacation Entitlement" days, please see the Clause on same in those Collective Agreements which provide for such days.

This information will be available on the Human Resources website; however it would be appreciated if you could bring this to the attention of your staff who do not have computer access.

Thank you for your attention to this matter.

Copies to: All Unions and Associations
 All Human Resources Staff