

January 3, 2012

**MEMORANDUM**

TO: Deans of Faculties, Heads of Colleges, Directors of Schools, and Department Heads  
FROM: Terry Voss, Executive Director, Human Resources  
SUBJECT: **2012/13 Holidays and Christmas-New Year's Break**

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I am pleased to provide you with the list of holidays for 2012/13 and to announce the dates for the annual Christmas-New Year's Break.

**2012 HOLIDAYS**

The following statutory and other holidays will be observed by the University in 2012:

<b><u>Holiday</u></b>	<b><u>Day Holiday Falls</u></b>	<b><u>Holiday To Be Observed</u></b>
New Year's Day	Sunday, January 1, 2012	Monday, January 2, 2012
Louis Riel Day	Monday, February 20, 2012	Monday, February 20, 2012
Good Friday	Friday, April 6, 2012	Friday, April 6, 2012
Victoria Day	Monday, May 21, 2012	Monday, May 21, 2012
Canada Day	Sunday, July 1, 2012	Monday, July 2, 2012
Civic Holiday	Monday, August 6, 2012	Monday, August 6, 2012
Labour Day	Monday, September 3, 2012	Monday, September 3, 2012
Thanksgiving Day	Monday, October 8, 2012	Monday, October 8, 2012
Remembrance Day	Sunday, November 11, 2012	Monday, November 12, 2012

**CHRISTMAS-NEW YEAR'S BREAK 2012/13**

The scheduled 2012/13 Christmas-New Year's Break is from Saturday, December 22, 2012 through Wednesday, January 2, 2013 (both inclusive), as follows:

- Saturday, December 22, 2012 ..... Saturday
- Sunday, December 23, 2012 ..... Sunday
- Monday, December 24, 2012 ..... 2 half days before Christmas and New Year's Day
- Tuesday, December 25, 2012 ..... Christmas Day
- Wednesday, December 26, 2012 ..... Boxing Day
- Thursday, December 27, 2012 ..... Floating Holiday

Friday, December 28, 2012 \* .....\* See Note  
 Saturday, December 29, 2012 ..... Saturday  
 Sunday, December 30, 2012 .....Sunday  
 Monday, December 31, 2012\* ..... \* See Note  
 Tuesday, January 1, 2013 ..... New Year's Day  
 Wednesday, January 2, 2013\* ..... \* See Note  
 Thursday, January 3, 2013..... University Re-opens

**\* Note: 2012/13 Christmas-New Year's Vacation Entitlement Days**

Friday, December 28, 2012, Monday, December 31, 2012 and Wednesday, January 2, 2013 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 carries out normal or specially assigned duties on those days.

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 distributed to staff members through an all employee e-mail distribution; however it would be appreciated if you could bring this to the attention of your staff that do not have computer access. Thank you for your attention to this matter.