

2010 Lake Side Campuses Holiday Calendar

January

S	M	T	W	Th	F	S
					☺	•
3	4	5	6	7	\$	9
10	11	12	13	14	\$m	•
17	☺	19	20	21	\$	23
24	25	26	27	28	29	•
31						

February

S	M	T	W	Th	F	S
	1	2	3	4	\$	6
7	8	9	10	11	\$m	•
14	15	16	17	18	\$	20
21	22	23	24	25	26	•
28						

March

S	M	T	W	Th	F	S
	1	2	3	4	\$	6
7	8	9	10	11	12	•
14	\$m	16	17	18	\$	20
21	22	23	24	25	26	•
28	29	30	31			

April

S	M	T	W	Th	F	S
				\$	☺	3
4	5	6	7	8	9	•
11	12	13	14	\$m	\$	17
18	19	20	21	22	23	•
25	26	27	28	29	\$	

May

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	•
9	10	11	12	13	\$m	15
16	17	18	19	20	21	•
23	24	25	26	27	\$	29
30	☺					

June

S	M	T	W	Th	F	S
		1	2	3	4	•
6	7	8	9	10	\$	12
13	14	\$m	16	17	18	•
20	21	22	23	24	\$	26
27	28	29	30			

July

S	M	T	W	Th	F	S
				1	2	•
4	☺	6	7	8	\$	10
11	12	13	14	\$m	16	•
18	19	20	21	22	\$	24
25	26	27	28	29	30	•

August

S	M	T	W	Th	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	\$m	•
15	16	17	18	19	\$	21
22	23	24	25	26	27	•
29	30	31				

September

S	M	T	W	Th	F	S
			1	2	\$	4
5	☺	7	8	9	10	•
12	13	14	\$m	16	\$	18
19	20	21	22	23	24	•
26	27	28	29	30		

October

S	M	T	W	Th	F	S
					\$	2
3	4	5	6	7	8	•
10	11	12	13	14	\$m	16
17	18	19	20	21	22	•
24	25	26	27	28	\$	30
31						

• End of Pay Period

November

S	M	T	W	Th	F	S
	1	2	3	4	5	•
7	8	9	10	11	\$	13
14	\$m	16	17	18	19	•
21	22	23	\$	☺	☺	27
28	29	30				

\$ Pay Day / \$m Monthly Pay Day

December

S	M	T	W	Th	F	S
			1	2	3	•
5	6	7	8	9	\$	11
12	13	14	\$m	16	17	•
19	20	21	\$	☺	☺	25
26	27	28	29	☺	☺	

☺ University Holiday

Please Note: All employment paperwork (new hires & personnel actions such as transfers, promotions, salary increases, terminations, etc. are due in Human Resources on the Wednesday prior to the end of pay period. All time reporting in Kronos is due no later than noon on the Monday after the end of the pay period - see schedule for exceptions due to holidays.

2010 Holidays

Day Observed

New Year's Holiday (H-1)	Friday - January 1, 2010
MLK Jr. Day (H-2)	Mon. - January 18, 2010
Good Friday (H-3)	Friday - April 2, 2010
Memorial Day (H-4)	Monday - May 31, 2010
Independence Day (H-5)	Monday, July 5, 2010
Labor Day (H-6)	Mon. - September 6, 2010

2010 Holidays

Day Observed

Thanksgiving Day (H-7)	Thurs. - November 25, 2010
Thanksgiving Holiday (H-8)	Friday - November 26, 2010
Christmas Eve (H-9)	Thur. - December 23, 2010
Christmas Day (H-10)	Friday. - December 24, 2010
University Holiday (H-11)	Thurs. - December 30, 2010
2010 Floating Holiday (H-12)	Selected by Employee
New Year's Day (H-1 2011)	Friday - December 31, 2010

Please Note: New Year's Holiday for 2011 will be observed on Friday December 31, 2010



2010 HOLIDAY SCHEDULE

TO: Loyola University Chicago – Faculty and Staff (Lakeside Campuses)

FROM: Thomas M. Kelly
Vice President
Human Resources

In the interest of planning and scheduling for calendar year 2010, the twelve Loyola University holidays are listed below with the times indicating when holiday overtime is applicable.

<u>2010 Holidays</u>	<u>Date Observed</u>	<u>Shifts Beginning</u>	<u>Shifts Ending</u>
New Year’s Day (H-1)	Friday – Jan. 1, 2010	Dec. 31, 11 PM	Jan. 1, 11:30 PM
Martin Luther King Jr, Day (H-2)	Monday - Jan. 18, 2010	Jan. 17, 11 PM	Jan 18, 11:30 PM
Good Friday (H-3)	Friday - April 2, 2010	Apr. 1, 11PM	Apr. 2, 11:30 PM
Memorial Day (H-4)	Monday - May 31, 2010	May 30, 11 PM	May 31, 11:30 PM
Independence Day (H-5)	Monday - July 5, 2010	July 3, 11 PM	July 4, 11:30 PM
Labor Day (H-6)	Monday - Sept. 6, 2010	Sept. 5, 11 PM	Sept. 6, 11:30 PM
Thanksgiving Day (H-7)	Thursday - Nov. 25, 2010	Nov. 24, 11 PM	Nov. 25, 11:30 PM
Thanksgiving Holiday (H-8)	Friday - Nov. 26, 2010	Nov. 25, 11 PM	Nov. 26, 11:30 PM
Christmas Eve (H-9)	Thursday- Dec. 23, 2010	Dec. 23, 11 PM	Dec. 24, 11:30 PM
Christmas Day (H-10)	Friday - Dec. 24, 2010	Dec. 24, 11 PM	Dec. 25, 11:30 PM
University Assigned Holiday (H-11)	Thursday - Dec. 30, 2010	Dec. 29, 11 PM	Dec. 30, 11:30PM
Floating Holiday (H-12)	Selected by Employee		

New Year’s Day (H-1)	Friday – Dec 31, 2010	Dec. 31, 11 PM	Jan. 1, 11:30 PM
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