M E M O R A N D U M

TO: Debbie C. Dingess, Chair
   Classified Staff Council

FROM: Joanne Jaeger Tomblin, President

DATE: June 16, 2008

SUBJECT: Revised Holiday Schedule for FY 2008-2009

I have reviewed and approve the revised Southern West Virginia Community and Technical College Holiday Schedule for fiscal year 2008-2009 for as recommended by the Classified Staff Council. The schedule meets the provisions of Title 135, Procedural Rule, Series 14—Holidays, West Virginia Council for Community and Technical College Education, Southern’s academic calendar and four-day work schedule, the State of West Virginia’s Holiday Schedule, and the West Virginia Code. Please distribute the revised schedule to all employees accordingly.

If the Governor should grant state employees additional days off during the Thanksgiving or Christmas holidays, we will add those to the Christmas holiday break. Should you have any questions or concerns, please contact my office.

JJT:elb

Attachment

pc: Merle Dempsey, Executive Vice President
    Samuel Litteral, Chief Financial Officer
    Cathy Smith-Cox, Vice President for Academic Affairs
    James Skidmore, Chancellor, WV Council for Community and Technical College Education
    Margaret Buttrick, Human Resources Administrator, WV Higher Education Policy Commission
    Henry Blossner, Director, WVNET
Southern West Virginia Community and Technical College

Holiday Schedule

Fiscal Year 2008-2009

Revised June 4, 2008

July 4, 2008 (Friday) * Independence Day
September 1, 2008 (Monday) * Labor Day
November 27, 2008 (Thursday) * Thanksgiving Day
December 22, 2008 (Monday) Alternate
December 23, 2008 (Tuesday) Alternate
December 24, 2008 (Wednesday) Alternate
December 25, 2008 (Thursday) * Christmas Day
December 29, 2008 (Monday) Alternate
December 30, 2008 (Tuesday) Alternate
December 31, 2008 (Wednesday) Alternate
January 1, 2009 (Thursday) * New Year’s Day
January 19, 2009 (Monday) * Martin Luther King’s Birthday
March 19, 2009 (Thursday) Alternate
May 25, 2009 (Monday) Memorial Day

* As designated by West Virginia Code § 2-2-1 and Title 135 Procedural Rule of the WV Council for Community and Technical College Education Series 14 Holidays § 135-14-3.1.

For the purpose of taking into consideration Southern’s academic calendar and four-day work week schedule, holidays indicated as “Alternate” are in lieu of Columbus Day, Susan B. Anthony Day, Veteran’s Day, Lincoln’s Day, ½ day on Christmas Eve, ½ day on New Year’s Eve, President’s Day, and West Virginia Day.