MEMORANDUM

TO: Debbie C. Dingess  
   Board of Governors Classified Staff Representative  
   Classified Staff Council Representative

FROM: Joanne Jaeger Tomblin, President

DATE: December 8, 2011

SUBJECT: Holiday Schedule for FY 2012-2013

I have reviewed and approve the Southern West Virginia Community and Technical College Holiday Schedule for fiscal year 2012-2013 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 State Code. Please distribute the holiday schedule to all employees accordingly.

As recommended by the Classified Staff Council, 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. There are no classes during this period, therefore, this would not affect the academic schedule for students.

Should you have any questions or concerns, please contact my office.

J JT: elb

Attachment

cc: Mr. Samuel Litteral, Chief Financial Officer  
    Ms. Pam Alderman, Dean, Career and Technical Programs  
    Dr. Cindy McCoy, Dean, University Transfer Programs  
    Mr. James Skidmore, Chancellor, Community and Technical College Education System  
    Dr. Shenita Brokenburr, Vice Chancellor for Human Resources, WVHEPC  
    Mr. Dan O’Hanlon, Director, WVNET
Southern West Virginia Community and Technical College
Holiday Schedule
Fiscal Year 2012-2013

Wednesday, July 4, 2012 * Independence Day
Thursday, July 5, 2012 Alternate
Monday, September 3, 2012 * Labor Day
Wednesday, November 21, 2012 Alternate
Thursday, November 22, 2012 * Thanksgiving Day
Thursday, December 20, 2012 Alternate
Monday, December 24, 2012 Alternate
Tuesday, December 25, 2012 * Christmas Day
Wednesday, December 26, 2012 Alternate
Thursday, December 27, 2012 Alternate
Monday, December 31, 2012 Alternate
Tuesday, January 1, 2013 * New Year’s Day
Monday, January 21, 2013 * Martin Luther King Jr. Day
Monday, May 27, 2013 * Memorial Day

*As designated by West Virginia Code § 2-2-1 and Procedural Rule Series 14-Holidays § 3.1

For the purpose of taking into consideration Southern’s academic calendar, holidays indicated as “Alternate” are in lieu of the Year 2012 Columbus Day, Veteran’s Day, Lincoln’s Day; General Election Day, ½ day Christmas Eve, and ½ day New Year’s Eve and Year 2013 President’s Day and West Virginia Day.