

# 2011 Lake Side Campuses Holiday Calendar

## January

S	M	T	W	Th	F	S
						•
2	3	4	5	6	\$	8
9	10	11	12	13	\$m	•
16	☺	18	19	20	\$	22
23	24	25	26	27	28	•
30	31					

## February

S	M	T	W	Th	F	S
		1	2	3	\$	5
6	7	8	9	10	11	•
13	14	\$m	16	17	\$	19
20	21	22	23	24	25	•
27	28					

## March

S	M	T	W	Th	F	S
		1	2	3	\$	5
6	7	8	9	10	11	•
13	14	\$m	16	17	\$	19
20	21	22	23	24	25	•
27	28	29	30	31		

## April

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	☺	•
24	25	26	27	28	\$	30

## May

S	M	T	W	Th	F	S
1	2	3	4	5	6	•
8	9	10	11	12	\$m	14
15	16	17	18	19	20	•
22	23	24	25	26	\$	28
29	☺	31				

## June

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	22	23	\$	25
26	27	28	29	30		

## July

S	M	T	W	Th	F	S
					1	•
3	☺	5	6	7	\$	9
10	11	12	13	14	\$m	•
17	18	19	20	21	\$	23
24	25	26	27	28	29	•
31						

## August

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			

## September

S	M	T	W	Th	F	S
				1	\$	3
4	☺	6	7	8	9	•
11	12	13	14	\$m	\$	17
18	19	20	21	22	23	•
25	26	27	28	29	\$	

## October

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	31					

## November

S	M	T	W	Th	F	S
		1	2	3	4	•
6	7	8	9	\$	11	12
13	14	\$m	16	17	18	•
20	21	22	\$	☺	☺	26
27	28	29	30			

## December

S	M	T	W	Th	F	S
				1	2	•
4	5	6	7	8	\$	10
11	12	13	14	\$m	16	•
18	19	20	21	\$	☺	24
25	☺	27	28	29	☺	•

• End of Pay Period

\$ Pay Day / \$m Monthly Pay Day

☺ 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.*

### 2011 Holidays

### Day Observed

New Year's Holiday (H-1)	Friday - December 2010
MLK Jr, Day (H-2)	Mon. - January 17, 2011
Good Friday (H-3)	Friday - April 22, 2011
Memorial Day (H-4)	Monday - May 30, 2011
Independence Day (H-5)	Monday, July 4, 2011
Labor Day (H-6)	Mon. - September 5, 2011

### 2011 Holidays

### Day Observed

Thanksgiving Day (H-7)	Thurs. - November 24, 2011
Thanksgiving Holiday (H-8)	Friday - November 25, 2011
Christmas Eve (H-9)	Friday. - December 23, 2011
Christmas Day (H-10)	Monday - December 26, 2011
University Holiday (H-11)	Friday. - December 30, 2011
Floating Holiday(H-12)	Selected by Employee

Please Note: Personal / Family Friendly Days must be used by the end of the calendar year.

(rev: 11/2010)



# 2011 HOLIDAY SCHEDULE

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

FROM: Thomas M. Kelly  
Vice President  
Human Resources

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In the interest of planning and scheduling for calendar year 2011, the twelve Loyola University holidays are listed below with the times indicating when holiday overtime is applicable.

<u>2011 Holidays</u>	<u>Date Observed</u>	<u>Shifts Beginning</u>	<u>Shifts Ending</u>
New Year's Day (H-1)	<b>Friday – Dec. 30, 2010</b>	<b>Dec. 31, 11 PM</b>	<b>Jan. 1, 11:30 PM</b>
Martin Luther King Jr, Day (H-2)	Monday - Jan. 17, 2011	Jan. 16, 11 PM	Jan 17, 11:30 PM
Good Friday (H-3)	Friday – April 22, 2011	Apr. 21, 11PM	Apr. 22, 11:30 PM
Memorial Day (H-4)	Monday - May 30, 2011	May 29, 11 PM	May 30, 11:30 PM
Independence Day (H-5)	Monday - July 4, 2011	July 3, 11 PM	July 4, 11:30 PM
Labor Day (H-6)	Monday - Sept. 5, 2011	Sept. 4, 11 PM	Sept. 5, 11:30 PM
Thanksgiving Day (H-7)	Thursday - Nov. 24, 2011	Nov. 23, 11 PM	Nov. 24, 11:30 PM
Thanksgiving Holiday (H-8)	Friday - Nov. 25, 2011	Nov. 24, 11 PM	Nov. 25, 11:30 PM
Christmas Eve (H-9)	<b>Friday – Dec. 23, 2011</b>	<b>Dec. 23, 11 PM</b>	<b>Dec. 24, 11:30 PM</b>
Christmas Day (H-10)	<b>Monday – Dec. 26, 2011</b>	<b>Dec. 24, 11 PM</b>	<b>Dec. 25, 11:30 PM</b>
University Assigned Holiday (H-11)	Friday - Dec. 30, 2011	Dec. 29, 11 PM	Dec. 30, 11:30PM
<b>Floating Holiday (H-12)</b>	<b>Selected by Employee</b>		
New Year's Day (H-1)	Monday – Jan. 2, 2012	Dec. 31, 11 PM	Jan. 1, 11:30 PM

**Please note: Personal / Family Friendly Days must be used by end of the calendar year.**