

# Loyola University Chicago

## 2012 Holiday Calendar

Health Sciences and Lakeside Campuses

### January

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

### February

S	M	T	W	Th	F	S
			1	2	\$	4
5	6	7	8	9	10	•
12	13	14	\$m	16	\$	18
19	20	21	22	23	24	•
26	27	28	29			

### March

S	M	T	W	Th	F	S
				1	\$	3
4	5	6	7	8	9	•
11	12	13	14	\$m	\$	17
18	19	20	21	22	23	•
25	26	27	28	29	\$	31

### April

S	M	T	W	Th	F	S
1	2	3	4	5	☺	•
8	9	10	11	12	\$m	14
15	16	17	18	19	20	•
22	23	24	25	26	\$	28
29	30					

### May

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 ☺	29	30	31			

### June

S	M	T	W	Th	F	S
					1	•
3	4	5	6	7	\$	9
10	11	12	13	14	\$m	•
17	18	19	20	21	\$	23
24	25	26	27	28	29	•

### July

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

### August

S	M	T	W	Th	F	S
			1	2	\$	4
5	6	7	8	9	10	•
12	13	14	\$m	16	\$	18
19	20	21	22	23	24	•
26	27	28	29	30	\$	

### September

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

### October

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	24	25	\$	27
28	29	30	31			

### November

S	M	T	W	Th	F	S
				1	2	•
4	5	6	7	8	\$	10
11	12	13	14	\$m	16	•
18	19	20	\$	☺	☺	24
25	26	27	28	29	30	

### December

S	M	T	W	Th	F	S
						•
2	3	4	5	6	\$	8
9	10	11	12	13	\$m	•
16	17	18	19	20	\$	22
23 ☺	☺	26	27	28	•	
30 ☺						

• 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.*

### 2012 Holidays

### Day Observed

New Year's Holiday (H-1)	Mon. - January 2, 2012
MLK Jr, Day (H-2)	Mon. - January 16, 2012
Good Friday (H-3)	Friday - April 6, 2012
Memorial Day (H-4)	Monday - May 28, 2012
Independence Day (H-5)	Wednesday, July 4, 2012
Labor Day (H-6)	Mon. - September 3, 2012

### 2012 Holidays

### Day Observed

Thanksgiving Day (H-7)	Thurs. - November 22, 2012
Thanksgiving Holiday (H-8)	Friday - November 23, 2012
Christmas Eve (H-9)	Monday - December 24, 2012
Christmas Day (H-10)	Tuesday - December 25, 2012
University Holiday (H-11)	Monday - December 31, 2012
Floating Holiday (H-12)	Selected by Employee



# 2012 HOLIDAY SCHEDULE

TO: Loyola University Chicago – Faculty and Staff - Health Sciences and Lakeside Campuses

FROM: Thomas M. Kelly  
Sr. VP Administrative Services  
& Chief Human Resources Officer (CHRO)

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In the interest of planning and scheduling for calendar year 2012, the twelve Loyola University holidays are listed below with the times indicating when holiday overtime is applicable.

<u>2012 Holidays</u>	<u>Date Observed</u>	<u>Shifts Beginning</u>	<u>Shifts Ending</u>
New Year's Day (H-1)	Monday – Jan. 2, 2012	<b>Dec. 31, 11 PM</b>	<b>Jan. 1, 11:30 PM</b>
Martin Luther King Jr, Day (H-2)	Monday - Jan. 16, 2012	Jan. 15, 11 PM	Jan 16, 11:30 PM
Good Friday (H-3)	Friday – April 6, 2012	Apr. 5, 11PM	Apr. 6, 11:30 PM
Memorial Day (H-4)	Monday - May 28, 2012	May 27, 11 PM	May 28, 11:30 PM
Independence Day (H-5)	Wednesday - July 4, 2012	July 3, 11 PM	July 4, 11:30 PM
Labor Day (H-6)	Monday - Sept.3, 2012	Sept. 2, 11 PM	Sept. 3, 11:30 PM
Thanksgiving Day (H-7)	Thursday - Nov. 22, 2012	Nov. 21, 11 PM	Nov. 22, 11:30 PM
Thanksgiving Holiday (H-8)	Friday - Nov. 23, 2012	Nov. 22, 11 PM	Nov. 23, 11:30 PM
Christmas Eve (H-9)	Monday – Dec. 24, 2012	Dec. 23, 11 PM	Dec. 24, 11:30 PM
Christmas Day (H-10)	Tuesday - Dec. 25, 2012	Dec. 24, 11 PM	Dec. 25, 11:30 PM
University Assigned Holiday (H-11)	Monday Dec. 31, 2012	Dec. 30, 11 PM	Dec. 31, 11:30PM
<b>Floating Holiday (H-12)</b>	<b>Selected by Employee</b>		
New Year's Day (H-1)	Tuesday – Jan. 1, 2013	Dec. 31, 11 PM	Jan. 1, 11:30 PM