

LOYOLA UNIVERSITY CHICAGO

2007 Lake Side Campuses Holiday Calendar

January

S	M	T	W	Th	F	S
	☺	☺	3	4	5	●
7	8	9	10	11	\$m	13
14	☺	16	17	18	19	●
21	22	23	24	25	\$	27
28	29	30	31			

February

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	22	\$	24
25	26	27	28			

March

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	22	\$	24
25	26	27	28	19	30	●

April

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

May

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	☺	29	30	31		

June

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

July

S	M	T	W	Th	F	S
1	2	3	☺	5	6	●
8	9	10	11	12	\$m	14
15	16	17	18	19	20	●
22	23	24	25	26	\$	28
29	30	31				

August

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	31	

September

S	M	T	W	Th	F	S
						●
2	☺	4	5	6	\$	8
9	10	11	12	13	\$m	●
16	17	18	19	20	\$	22
23	24	25	26	27	28	●
30						

October

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			

November

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	☺	☺	●
25	26	27	28	29	\$	

December

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	☺	☺	26	27	\$	29
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.

2007 Holidays	Day Observed
New Year's Holiday (H-1)	Mon. - January 1, 2007
New Year's Holiday (H-2)	Tues. - January 2, 2007
MLK Jr, Day (H-3)	Mon. - January 15, 2007
Good Friday (H-4)	Friday - April 6, 2007
Memorial Day (H-5)	Monday - May 28, 2007
Independence Day (H-6)	Wed. - July 4, 2007

2007 Holidays	Day Observed
Labor Day (H-7)	Mon. - September 3, 2007
Thanksgiving Day (H-8)	Thurs. - November 22, 2007
President's Day (H-9)	Friday - November 23, 2007
Christmas Eve (H-10)	Mon. - December 24, 2007
Christmas Day (H-11)	Tues. - December 25, 2007
New Year's Eve (H-12) *	Mon. - December 31, 2007
Assigned Floating Holiday	

* Please Note: The floating holiday is assigned for 2007 and is to be observed on December 31, 2007.

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 2007, the twelve Loyola University holidays are listed below with the times indicating when holiday overtime is applicable.

<u>2007 Holidays</u>	<u>Date Observed</u>	<u>Shifts Beginning</u>	<u>Shifts Ending</u>
New Year's Day (H-1)	Monday – Jan. 1, 2007	Dec. 31, 11 PM	Jan. 1, 11:30 PM
New Year's Holiday (H-2)	Tuesday – Jan. 2, 2007	Jan. 1, 11 PM	Jan. 2, 11:30 PM
Martin Luther King Jr, Day (H-3)	Monday - Jan. 15, 2007	Jan. 14, 11 PM	Jan 15, 11:30 PM
Good Friday (H-4)	Friday – April 6, 2007	Apr. 5 11PM	Apr. 6, 11:30 PM
Memorial Day (H-5)	Monday - May 28, 2007	May 27, 11 PM	May 28, 11:30 PM
Independence Day (H-6)	Wednesday - July 4, 2007	July 3, 11 PM	July 4, 11:30 PM
Labor Day (H-7)	Monday - Sept. 3, 2007	Sept. 2, 11 PM	Sept. 3, 11:30 PM
Thanksgiving Day (H-8)	Thursday - Nov. 22, 2007	Nov. 21, 11 PM	Nov. 22, 11:30 PM
President's Day (H-9)	Friday - Nov. 23, 2007	Nov. 22, 11 PM	Nov. 23, 11:30 PM
Christmas Eve (H-10)	Monday - Dec. 24, 2007	Dec. 23, 11 PM	Dec. 24, 11:30 PM
Christmas Day (H-11)	Tuesday - Dec. 25, 2007	Dec. 24, 11 PM	Dec. 25, 11:30 PM
New Year's Eve (H-12) Assigned Floating Holiday *	Monday - Dec. 31, 2007	Dec. 30, 11 PM	Dec. 31, 11:30 PM
New Year's Day (H-1)	Tuesday – January 1, 2008	Dec. 31, 11 PM	Jan. 1, 11:30 PM

*Please note: The floating holiday is assigned for 2007 and is to be observed on December 31, 2007.