COLLEGE of COASTAL GEORGIA
UNIVERSITY SYSTEM OF GEORGIA
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OFFICE OF THE PRESIDENT

MEMORANDUM

TO: Faculty and Staff
FROM: Gregory F. Aloia, Ph.D.
DATE: December 10, 2014
SUBJECT: 2015 Holiday Schedule

The Board of Regents policy states that each institution within the University of System of Georgia is allowed twelve (12) paid holidays each calendar year. After input from the campus and consulting with the academic calendar, the President's Cabinet and Staff Assembly have recommended the Holiday Schedule below for 2015.

College of Coastal Georgia – Holiday Schedule for 2015

January 1	**New Year's Day**
January 19	**MLK Day**
May 25	**Memorial Day**
July 3	**Independence Day**
September 7	**Labor Day**
November 26/27	**Thanksgiving Break**
December 21- 24	**Winter Break – Mandatory Vacation time**
December 25, 28 -31	**Winter Break – Holiday pay**

12 days paid holiday
4 days vacation

Note: The College will closed for the Winter Break from December 21, 2015 through January 1, 2016. This will require regular benefited employees to use 4 vacation days in 2015.

Employees/departments that have designated work duties to perform during the time the college is closed to the public for Winter Break and must work on specified days during that period will be paid for regular work days and their vacation will not be used. Each Cabinet member will review and approve any required work schedule during the holidays within their department in conjunction with Human Resources.