



TO: Bentley University Community

DATE: January 24, 2011

SUBJECT: **Holiday and Vacation Schedule for 2011 - 2012\* - FINAL**

The administration is pleased to announce the holiday and vacation schedule for 2011 – 2012. The University will observe the national and state holidays listed below on the dates indicated.

Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Columbus Day	Monday, October 10, 2011
Veteran's Day (explanation below)	Wednesday, November 23, 2011
Thanksgiving Day	Thursday, November 24, 2011
Day after Thanksgiving	Friday, November 25, 2011
Christmas Day (explanation below)	Monday, December 26, 2011
New Year's Day	Monday, January 2, 2012
Martin Luther King Day	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Patriot's Day	Monday, April 16, 2012
Memorial Day	Monday, May 28, 2012

As usual, Bentley will adopt a four day work week in the summer for most employees. The official four day work week will begin the week of May 22<sup>nd</sup> and continue through August 19, 2011. This time frame may vary depending on departmental needs. Those offices in constant contact with the public and those performing essential functions will maintain appropriate levels of staff on Fridays during the summer. The regular work week will be Monday through Thursday, 8:00 a.m. to 5:30 p.m., with a 45 minute lunch period.

Due to the academic calendar, Veteran's Day, Friday, November 11, 2011 will be observed the day before Thanksgiving, Wednesday, November 23, 2011.

The University offices will close at 4:30 p.m. on Friday, December 23, 2011 and will reopen on Tuesday, January 3, 2012.

**\*For Bargaining Unit employees, the holiday and vacation provisions in the union contract apply.**