

Human Resources Announcement

For Bloomington Employees, Managers, and Department Heads

2009 Campus Holiday

Indiana University provides Staff employees nine (9) paid holidays per year; one is the Campus Holiday. Each holiday is eight hours for full-time Staff employees, and is a lesser amount, as prorated by FTE, for part-time Staff Employees.

The Campus Holiday is a floating holiday that becomes available to all Staff employees to use on March 1st. It can be taken at a date mutually agreeable to the employee and supervisor. In order to receive this holiday, *the employee must be in pay status for at least 4 hours either the workday before or the workday following March 1st.*

The 2009 Campus Holiday must be taken before the end of the last full pay period in December 2010:

- For Professional Staff the date is December 31, 2010
- For Support and Service Staff the date is December 25, 2010

Please refer to the personnel policies on our web site at: <http://www.indiana.edu/~uhrs/policies/index.htm> or contact University Human Resource Services at 6-6047 if there are questions about this holiday.

February 13, 2009