

MEMORANDUM

TO: Faculty and Staff
FROM: Michelle R. Johnston
DATE: November 30, 2018
SUBJECT: 2019 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 appropriate and timely input from the campus community and consulting with the academic calendar, the President's Cabinet has recommended the Holiday Schedule below for 2019.

College of Coastal Georgia – Holiday Schedule for 2019

January 1	New Years' Day
January 21	MLK Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 28/29	Thanksgiving Break
December 23-27	Winter Break – Holiday pay
December 30/31	Winter Break – Mandatory Vacation Time

12 days paid holiday

2 days vacation

Note: The College will close for the Winter Break from December 23, 2019 through January 1, 2020. This will require regular benefited employees to use 2 vacation days in 2019.

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 supervisor will review and approve any required work schedule during the holidays within their department in conjunction with Human Resources.