




MEMORANDUM

TO: Rensselaer Faculty and Staff

FROM: Curtis N. Powell, SPHR 
Vice President for Human Resources

DATE: December 15, 2015

RE: Holiday Schedule & Holiday Winter Break Paid Time Off Days - Fiscal Year 2017

Rensselaer offers ten (10) employee holidays per fiscal year (7/1/2016 – 6/30/2017). The Holiday Schedule and Holiday Winter Break Paid Time Off (PTO) Days are as follows:

<u>HOLIDAY/WINTER BREAK</u>	<u>OBSERVATION DATE</u>	<u>DAY OF WEEK</u>
Independence Day	July 4, 2016	Monday
Labor Day	September 5, 2016	Monday
Thanksgiving Day	November 24, 2016	Thursday
Day after Thanksgiving Day	November 25, 2016	Friday
Christmas Eve Holiday	December 23, 2016	Friday
Christmas Holiday	December 26, 2016	Monday
Holiday Winter Break PTO Day	December 27, 2016	Tuesday
Holiday Winter Break PTO Day	December 28, 2016	Wednesday
Holiday Winter Break PTO Day	December 29, 2016	Thursday
Holiday Winter Break PTO Day	December 30, 2016	Friday
New Year's Holiday	January 2, 2017	Monday
Martin Luther King, Jr.	January 16, 2017	Monday
President's Day	February 20, 2017	Monday
Memorial Day	May 29, 2017	Monday

The Institute will be closed during the Holiday Winter Break from Friday, December 23, 2016 through Monday, January 2, 2017. Staff will use 4 accrued PTO days during this 11 day campus closing.