



SAN JUAN COLLEGE

MEMORANDUM

DATE: April 2011
TO: All Administrative, Professional, and Support Staff
FROM: Michael Tacha, Interim President
SUBJECT: Holiday Schedule for 2011-2012

The December holiday break for 2011 will begin with the college closing on December 19, 2011 and staying closed through January 1, 2012. Employees are to return to work on January 2, 2012.

The college will be closed on the following dates throughout the next fiscal year:

2011 Date Observed

Actual Holiday Observed

July 4 (Monday)	Independence Day
September 5 (Monday)	Labor Day
November 23 (Wednesday)	Campus Closed
November 24 (Thursday)	Thanksgiving
November 25 (Friday)	Columbus Day
December 19 (Monday)	Campus Closed
December 20 (Tuesday)	Campus Closed
December 21 (Wednesday)	Campus Closed
December 22 (Thursday)	Campus Closed
December 23 (Friday)	Campus Closed
December 26 (Monday)	Campus Closed
December 27 (Tuesday)	Campus Closed
December 28 (Wednesday)	Veteran's Day
December 29 (Thursday)	Martin Luther King Day
December 30 (Friday)	Campus Closed

2012

February 20 (Monday)	President's Day
March 23 (Friday)	Spring Holiday
May 28 (Monday)	Memorial Day

If you have any questions concerning this schedule, please contact your appropriate supervisor, Vice President, or the Human Resources staff.