



UNIVERSITY HOSPITAL
Newark, New Jersey

TO: All University Hospital Staff
FROM: Gerard Garcia *GG*
Chief Human Resources Officer
SUBJECT: YEAR 2018 HOLIDAY SCHEDULE
DATE: September 11, 2017

The holiday schedule for all University Hospital staff for the calendar year 2018 is as follows:

1. January 1, 2018	Monday	New Year's Day
2. January 15, 2018	Monday	Martin Luther King Jr's Birthday
3. March 30, 2018	Friday	Good Friday
4. May 28, 2018	Monday	Memorial Day
5. July 4, 2018	Wednesday	Independence Day
6. September 3, 2018	Monday	Labor Day
7. November 22, 2018	Thursday	Thanksgiving Day
8. November 23, 2018	Friday	Day after Thanksgiving
9. December 25, 2018	Tuesday	Christmas Day

STAFF RECEIVE SIX (6) FLOAT HOLIDAYS

Only regular full and part-time staff who are in active payroll status as of January 1, 2018, and full-time temporary staff who have been continuously employed for six (6) months as of that date, are eligible for six (6) float holidays.

Regular staff hired between January 2, 2018 and July 1, 2018 will be credited with three (3) float holidays in July 2018. Staff who are on unpaid leave on January 1, 2018, but return from leave on or before July 1, 2018 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2018, and December 31, 2018, or they are forfeited.