



**Holiday Closure for CFCC: December 22, 2017 - January 1, 2018**

On behalf of the CFCC Executive Leadership Team we'd like to announce that the college will be closing from **Friday, December 22, 2017 through Monday, January 1, 2018** in observance of the Holidays and New Year. We would also like to announce that CFCC is designating an additional day (Wednesday 12/27/17) as an employer paid holiday so that Full-Time Staff employees (who are eligible for Leave and paid holidays) will only have two days during this period (12/28 & 12/29) in which they will have to utilize their Leave.

You may use your available Leave to cover those two days including: special annual bonus leave, comp time balance, regular annual leave, or other bonus leave; however you may not use time from your sick balance. If you do not have any Leave time available, those two days will be unpaid.

We wanted to give everyone as much advance notice as possible so you can plan accordingly and enjoy the time off during the holiday season.

Please see the chart below:

	Date	Day	Holiday Status
1	12/22/2017	Friday	CFCC Paid Winter Holiday - Campus Closed
2	12/23/2017	Saturday	Weekend - Campus Closed
3	12/24/2017	Sunday	Weekend - Campus Closed
4	12/25/2017	Monday	CFCC Paid Winter Holiday - Campus Closed
5	12/26/2017	Tuesday	CFCC Paid Winter Holiday - Campus Closed
6	12/27/2017	Wednesday	CFCC Paid Winter Holiday ( <i>newly designated paid holiday</i> )
7	12/28/2017	Thursday	Use Leave or Take Day as Unpaid - Campus Closed
8	12/29/2017	Friday	Use Leave or Take Day as Unpaid - Campus Closed
9	12/30/2017	Saturday	Weekend - Campus Closed
10	12/31/2017	Sunday	Weekend - Campus Closed
11	1/1/2018	Monday	CFCC Paid Winter Holiday - Campus Closed

Thank you,

CFCC HR Team