

BOSTON COLLEGE  


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**National Workforce**  


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**ROUNDTABLE**

**Holiday Schedules**

**August 2013**

Sanofi is interested in finding out information on holiday schedules for 2014 (or 2013 if your 2014 schedules have not yet been communicated). Specifically:

1. What holidays do you have planned for 2014?
2. Do you have any floating holidays? If so, how many?
3. How many personal days do you offer?

*Ayelet Mosaffi, Sanofi, August 25, 2013*

COMPANY, CONTACT NAME	COMMENTS
<b>AstraZeneca</b> <b>Liz Perotti</b> <a href="mailto:Liz.perotti@astrazeneca.com">Liz.perotti@astrazeneca.com</a>	AstraZeneca just released their 2014 Holiday Schedule...see attached.
<b>Baxter</b> <b>Sandy Lahera</b> <a href="mailto:sandra_lahera@baxter.com">sandra_lahera@baxter.com</a>	Here's our schedule for 2013, plus we have two floating holidays. Our 2014 schedule is not out yet. <ol style="list-style-type: none"> <li>1. New Year's Day Tuesday, January 1, 2013</li> <li>2. Memorial Day Monday, May 27</li> <li>3. Independence Day Thursday, July 4</li> <li>4. Labor Day Monday, September 2</li> <li>5. Thanksgiving Day Thursday, November 28</li> <li>6. Day after Thanksgiving Friday, November 29</li> <li>7. Christmas Eve Tuesday, December 24</li> <li>8. Christmas Day Wednesday, December 25</li> <li>9. New Year's Eve Tuesday, December 31</li> </ol>
<b>Bristol-Myers Squibb</b> <b>Linda Gerber</b> <a href="mailto:linda.gerber@bms.com">linda.gerber@bms.com</a>	Bristol-Myers Squibb has 9 holidays and 4 personal/floating holidays. <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Martin Luther King</li> <li>• Presidents Day</li> <li>• Memorial Day</li> <li>• July 4th</li> <li>• Labor Day</li> <li>• Thanksgiving and Day After</li> <li>• Christmas Day</li> </ul>
<b>Chevron</b> <b>Sara Kashima</b> <a href="mailto:SKSH@chevron.com">SKSH@chevron.com</a>	President's Day is only a holiday for those on the traditional 5/40 schedule.  And regionally, there are variations for those who work in Covington/Lafayette related to Good Friday, their schedule is also below.  <b>2014 Greater Houston Area and San Francisco Bay Area</b>

Below is the 2014 holiday schedule for non-represented employees. Union-represented employees observe the holiday schedule contained in the provisions of their collective bargaining agreement.

Wednesday, January 1	New Year's Day
Monday, February 17	Presidents Day*
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Thursday, November 27	Thanksgiving
Friday, November 28	Day After Thanksgiving
Thursday, December 25	Christmas Observed
Friday, December 26	Added December Holiday

#### **2014 Covington and Lafayette**

Below is the 2014 holiday schedule for non-represented employees. Union-represented employees observe the holiday schedule contained in the provisions of their collective bargaining agreement.

Wednesday, January 1	New Year's Day
Tuesday, March 4	Mardi Gras
Friday, April 18	Good Friday (/5/40 schedule only)
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Thursday, November 27	Thanksgiving
Friday, November 28	Day After Thanksgiving
Thursday, December 25	Christmas Observed
Friday, December 26	

**Chubb & Son Insurance**  
**Julie La Saracina**  
[jlasaracina@chubb.com](mailto:jlasaracina@chubb.com)

Here is our US holiday schedule:

Holiday	Day of Week	Date
New Year's Day	Tuesday	January 1, 2013
Martin Luther King Day	Monday	January 21, 2013
Presidents' Day	Monday	February 18, 2013
Memorial Day	Monday	May 27, 2013
Independence Day	Thursday	July 4, 2013
Labor Day	Monday	September 2, 2013
Thanksgiving	Thursday Friday	November 28, 2013 November 29, 2013
Christmas Eve	Tuesday	December 24, 2013
Christmas Day	Wednesday	December 25, 2013

Holiday	Day of Week	Date
New Year's Day	Wednesday	January 1, 2014
Martin Luther King Day	Monday	January 20, 2014
Presidents' Day	Monday	February 17, 2014
Memorial Day	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014
Thanksgiving	Thursday Friday	November 27, 2014 November 28, 2014
Christmas	Thursday Friday	December 25, 2014 December 26, 2014

We do not offer floating holidays.

Chubb has a Paid Time Off (PTO) policy. The amount of PTO days is dependent upon years of service. New hires start at 17 days per year (prorated based on the time of year employment commences) or 23 days (again, prorated) if they have 5+ years of relevant experience.

**Deere & Company**  
**Gail Henderson**  
[hendersongailw@johndeere.com](mailto:hendersongailw@johndeere.com)

As a global organization we do have different holiday schedules around the world. In the U.S. our holiday schedules vary from location to location based on business needs and market. Below is the holiday schedule for our U.S. Corporate office and for most of our factory locations.

#### **2014 Holiday Schedule**

1 January 2014	New Year's Day (Wednesday)
20 January 2014	Martin Luther King Jr. Birthday (Monday)
18 April 2014	Good Friday (Friday)
26 May 2014	Memorial Day (Monday)
04 July 2014	Independence Day (Friday)
01 September 2014	Labor Day (Monday)
27 November 2014	Thanksgiving Day (Thursday)
28 November 2014	Friday after Thanksgiving Day
24 December 2014	Christmas Eve Day (Wednesday)
25 December 2014	Christmas Day (Thursday)
26 December 2014	Christmas Shutdown Day (Friday)
29 December 2014	Christmas Shutdown Day (Monday)

	<p>30 December 2014      Christmas Shutdown Day (Tuesday)  31 December 2014      New Year's Eve Day (Wednesday)</p> <p>We don't have floating holidays.  For our salaried employees we don't have a set number of personal days. Employees take time off for personal needs with their manager's approval. Typically if someone will be off more than 3 days they will be asked to take vacation or it will become (Short Term Disability) or FMLA. This is at the manager's discretion.</p>																											
<p><b>Eli Lilly and Company</b>  <b>Charlotte Hawthorne</b>  <a href="mailto:hawthorne_charlotte_a@lilly.com">hawthorne_charlotte_a@lilly.com</a></p>	<p>Lilly provides the following holidays:  New Years Day  Memorial Day  July 4th  Labor Day  Thanksgiving and the Friday after  Christmas Day  Year End Vacation which is the time between Christmas and New Years  2 Floating Holidays</p>																											
<p><b>Herman Miller</b>  <b>Kim Smit</b>  <a href="mailto:kim_smit@hermanmiller.com">kim_smit@hermanmiller.com</a></p>	<p>Our holiday schedule is based on our fiscal year which is June – May. Here is what we communicated for FY 13/14 May 2013 – June 2014. Some years we are able to use the floating holidays like vacation, last year we had 3 unassigned floating holidays. This fiscal year we do not get any.</p> <p>Let me know if you have questions.</p> <p>2013</p> <ul style="list-style-type: none"> <li>• May 27</li> <li>• July 4 and 5 ( assigned floating holiday)</li> <li>• September 2</li> <li>• November 28 and 29</li> <li>• December 25, 26, 27, 30, 31 (4 assigned floating holidays)</li> </ul> <p>2014</p> <ul style="list-style-type: none"> <li>• January 1</li> <li>• May 26</li> </ul>																											
<p><b>IBM</b>  <b>Jackie O'Sullivan</b>  <a href="mailto:josulliv@ibm.com">josulliv@ibm.com</a></p>	<p>1. In the US, there has typically been 12 holidays, 9 designated by the location, which allows for 3 floaters. In 2013, my location holiday schedule was:</p> <table border="1" data-bbox="483 1696 1536 2032"> <thead> <tr> <th>2013 HOLIDAY</th> <th>DATE</th> <th>DESIGNATION</th> </tr> </thead> <tbody> <tr> <td>New Year's Day</td> <td>Tuesday, January 1</td> <td>Company Holiday</td> </tr> <tr> <td>President's Day</td> <td>Monday, February 18</td> <td>Locally Designated Holiday</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 27</td> <td>Company Holiday</td> </tr> <tr> <td>Independence Day</td> <td>Thursday, July 4</td> <td>Company Holiday</td> </tr> <tr> <td>Day After Independence Day</td> <td>Friday, July 5</td> <td>Locally Designated Holiday</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 2</td> <td>Company Holiday</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 28</td> <td>Company Holiday</td> </tr> <tr> <td>Day After Thanksgiving</td> <td>Friday, November 29</td> <td>Locally Designated Holiday</td> </tr> </tbody> </table>	2013 HOLIDAY	DATE	DESIGNATION	New Year's Day	Tuesday, January 1	Company Holiday	President's Day	Monday, February 18	Locally Designated Holiday	Memorial Day	Monday, May 27	Company Holiday	Independence Day	Thursday, July 4	Company Holiday	Day After Independence Day	Friday, July 5	Locally Designated Holiday	Labor Day	Monday, September 2	Company Holiday	Thanksgiving Day	Thursday, November 28	Company Holiday	Day After Thanksgiving	Friday, November 29	Locally Designated Holiday
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**Mondelez**  
**Rita Clark**  
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**Mondelez**  
**Marangelie Olivo**  
[Marangelie.olivo@mdlz.com](mailto:Marangelie.olivo@mdlz.com)

18	
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20	(Forecasted)
21	<b>2014 COMPANY HOLIDAYS (DEERFIELD CAMPUS)</b>
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Holiday	Date(s)	Day(s)	Cycles
New Year's Day	1/1/2014	Wed	A01/W01
Memorial Day	5/23/2014 & 5/26/2014	Fri/Mon	B11/W22
Independence Day	7/4/2014	Fri	A14/W27
Labor Day	8/29/2014 & 9/1/2014	Fri/Mon	B18/W36
U.S. Thanksgiving Day	11/27/2014 & 11/28/2014	Thu/Fri	B24/W48
Christmas Day	12/25/2014 & 12/26/2014	Thu/Fri	B26/W52

No floating days, all sick, and personal days are made up of total PTO days based on length of service. Up to you how you would like to spend your PTO. (hopefully not on all sick days! ☺)

We do give the Friday before Memorial and Labor Days to give a four day weekend.

**Northern Trust**  
**Jeanne Ulatowski**  
[Jmu1@ntrs.com](mailto:Jmu1@ntrs.com)

1. 10
2. 2 which we call Personal Time. We used to call the 2 days Floating Holidays but changed the name to Personal Time about 10 years ago.
3. N/A

We are closed when the financial markets and exchanges are closed which comes to 10 and 2 personal days. The financial institutions cannot be closed for more than 2 days in a row thus we do not get the day after Thanksgiving off - ever. The outcome is that most use a vacation day or personal day for that day.

**University of Kentucky**  
**Erika Chambers**  
[erikachambers@uky.edu](mailto:erikachambers@uky.edu)

1.	Independence Day	July 4, 2013
	Labor Day	September 2, 2013
	Thanksgiving Day	November 28, 2013
	Day after Thanksgiving*	November 29, 2013
	Christmas Day	December 25, 2013
		December 26, 2013
	<u>Special Holidays/Bonus Days</u> **	December 27, 2013
		December 30, 2013

	December 31, 2013
New Year's Day	January 1, 2014
Martin Luther King, Jr. Day	January 20, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014
<p>* Employees of UK HealthCare who do not normally receive the Friday after Thanksgiving as a holiday are provided a "floating" holiday in place of this calendar day.</p> <p>** Staff <u>must</u> be employed in a regular position on or before <b>November 3, 2013</b> to receive these days. Regular employees with an FTE of 0.5 or greater shall be granted (4) Special Holidays (Bonus Days) off with pay on a pro-rata basis. Employees who leave employment at UK prior to January 1, 2014 are not eligible for special holidays.</p> <p>2. See above for day after Thanksgiving and UK HealthCare employees only.</p> <p>3. Nothing outside of Vacation and TDL/sick leave.</p>	