Memorandum

To: University Community

From: Anthony E. Wagner, Executive Vice President, CFO & Treasurer

Subject: Holiday Schedule for Fiscal Year 2012-2013

Date: May 25, 2012

University Holiday Schedule

Listed below are the official University holidays for Fiscal Year 2012-13:

<table>
<thead>
<tr>
<th>Official University Holiday</th>
<th>Date(s) Celebrated</th>
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<tbody>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28, 2012</td>
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<tr>
<td>Fourth of July</td>
<td>Wednesday, July 4, 2012</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 3, 2012</td>
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<tr>
<td>Thanksgiving</td>
<td>Thursday, November 22, 2012 and Friday, November 23, 2012</td>
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<tr>
<td>Winter Break</td>
<td>Monday, December 24, 2012 and Tuesday, December 25, 2012</td>
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<tr>
<td>New Year’s Day</td>
<td>Tuesday, January 1, 2013</td>
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The University will be closed starting at the end of business on Friday, December 21, 2012 through Tuesday, January 1, 2013. The University will reopen on Wednesday, January 2, 2013. For employees, this means that in addition to the holidays already offered, Temple employees will have paid days off on December 26, 27, 28, and 31 this year. Any employee required to work during this period will receive compensatory time rather than holiday or overtime pay.
Additional Information

Please note that employees of the Office of Campus Safety Services and the Office of Facilities Management will be scheduled off in accordance with the needs of those departments and the applicable collective bargaining agreements. Also, the School of Medicine and the School of Podiatric Medicine may issue separate policies regarding closing days. Personnel at those locations will receive scheduling information from their supervisors. Finally, this memo does not apply to employees of the Temple University Health System. TUHS employees should receive separate information from the Health System regarding their scheduled holidays.

The national observance of Dr. Martin Luther King, Jr.'s birthday will be on Monday, January 21, 2013. Since the University does not generally observe federal holidays, including Columbus Day, Presidents Day, Veterans Day, and Election Day, the national holiday observance of Dr. King's birthday will be a regular working day at the University.

Under the terms of their collective bargaining agreement, the members of the District 1199c clerical bargaining unit, including secretarial-clerical staff, are entitled to a paid holiday for the national observance of Dr. Martin Luther King Day on January 21. Those who are required to work on January 21 must be paid in accordance with their collective bargaining agreement. Other employees may request to take January 21 as a vacation or personal day with the permission of their supervisor.

Members of the SEIU/BUE Local 612 bargaining unit will be governed by the terms of their collective bargaining agreement and will be entitled to a paid holiday on Tuesday, January 15, 2013 in observance of Dr. King's actual birthday.

If you have any questions regarding the observance of Dr. King Day, please contact Labor Relations at extension 7-2290.

Set forth below is additional information that outlines the University's policies on religious holidays which occur throughout the year.

Although the official University calendar does not recognize religious holidays, it is important to respect the religious beliefs of faculty, students, and staff. We want to remind everyone that, on some days, some members of the Temple community exercise their constitutional rights and do not meet regular assignments for religious reasons.

If an instructor wishes to reschedule a class session because of a religious holiday, the rescheduling should be consistent with policies of the School or College and following consultation with the students. An instructor who cannot attend a scheduled class session should find a suitable replacement for that session, consistent with School or College policies.
Faculty members who conduct classes on religious holidays should respect the convictions of their students. The scheduling of major presentations or examinations should respect students' religious beliefs and conscience.

Staff members may request use of personal or vacation days for religious holidays, with the approval of their supervisors.

We thank you for your attention and sensitivity to these matters.