1. Policy

A. The following holidays will be observed by the University:

New Years Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Winter Break (the last five week days of the calendar year)

B. If a holiday falls on a Saturday, it will be observed on Friday. If a holiday falls on a Sunday, it will be observed on a Monday.

C. Those employees required to work on any University holiday due to departmental needs will be allowed to take the holiday(s) before the ensuing June 30th at the mutual convenience of the employee and their department.

D. The University recognizes that employees may observe religious holidays at times throughout the year that are not reflected in subsection A. above. Those employees may notify their supervisors no less than one week in advance of their desire to be absent to observe the holiday. This time may, at the option of the employee, be taken off without pay or charged to the employee’s accumulated vacation.