

University Holiday Closing Schedule and Eligibility for Paid Holidays

Status of university	Holiday Observance	Date/ Holiday <u>Earned/ Granted</u>	Paid Holiday For Contingent II Employees	Paid Holiday for Contingent I Employees	Notes and Timesheet Guidance for (Regular Employees, Exempt, Non-Exempt, and Twelve-Month Faculty Contingent I and Contingent II)
Monday 12/26/22 CLOSED	Christmas Day	12/25/22	Yes	No	<p>Timesheets will be pre-populated with holidays, if not, supervisors may assign the holidays utilizing drop down menus and holiday observance information. The system will fill in blank spaces on the timesheet based on eligible hours in the holiday bank, not based on whether you are eligible for the holiday. Please review your timesheet to ensure that your holidays have been appropriately recorded on the correct day; otherwise, corrections will be made accordingly.</p> <p>Supervisors are responsible for making sure that timesheets are coded correctly before being approved.</p>
Tuesday 12/27/22 CLOSED	President's Day	02/21/22	No	No	
Wednesday 12/28/22 CLOSED	Columbus Day	10/10/22	No	No	
Thursday 12/29/22 CLOSED	Veteran's Day	11/11/22	No	No	
Friday 12/30/22 CLOSED	University Holiday	12/30/22	No	No	
Monday 01/01/23 CLOSED	New Year's Day	01/01/23	Yes	No	

If you...

► were hired or became a regular employee after February 21, 2022; you will be short one holiday in your leave bank - President's Day. It will be necessary for you to use annual or personal leave on this day on your timesheet to remain in a paid status (see holiday earned/observance schedule). Employees are cautioned at using sick leave in the absence of annual or personal leave, as adherence to sick leave policies remain applicable.

► were hired or became a regular employee after October 10, 2022; you will be short two accrued holidays in your leave bank - both President's Day and Columbus Day (see holiday earned/observance schedule). It will be necessary for you to use annual and/or personal leave on these days on your timesheet to remain in a paid status). Employees are cautioned at using sick leave in the absence of annual or personal leave, as adherence to sick leave policies remain applicable.

► were hired or became a regular employee after November 11, 2022; you will be short three accrued holidays in your leave bank- President's Day, Columbus Day and Veteran's Day (see holiday/observance schedule). It will be necessary for you to use annual and/or personal leave on your timesheet on these days to remain in a paid status). Employees are cautioned at using sick leave in the absence of annual or personal leave, as adherence to sick leave policies remain applicable.