A box with a schedule box

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Description automatically generated**Holiday Schedule**

(Insert Period & Year/Month)

|  |  |  |  |
| --- | --- | --- | --- |
| **Holiday Description** | **Leave Code** | **Calendar Date Earned** | **Observance Date** |
| New Years Day | Holiday | 01-01-2025 | 01-01-2025 |
| Dr. Martin Luther King Jr.’s Birthday | Holiday | 01-01-2025 | 01-01-2025 |
| President’s Day | Holiday | 01-01-2025 | 01-01-2025 |
| Memorial Day | Holiday | 01-01-2025 | 01-01-2025 |
| Independence Day | Holiday | 01-01-2025 | 01-01-2025 |
| Labor Day | Holiday | 01-01-2025 | 01-01-2025 |
| Columbus Day | Holiday | 01-01-2025 | 01-01-2025 |
| Election Day | Holiday | 01-01-2025 | 01-01-2025 |
| Veteran’s Day | Holiday | 01-01-2025 | 01-01-2025 |
| Thanksgiving Day | Holiday | 01-01-2025 | 01-01-2025 |
| Thanksgiving Break | Holiday | 01-01-2025 | 01-01-2025 |
| Christmas Day | Holiday | 01-01-2025 | 01-01-2025 |
| University (Floating) Holiday | Floating Holiday | 01-01-2025 | 01-01-2025 |
| University (Floating) Holiday | Floating Holiday | 01-01-2025 | 01-01-2025 |
| University (Floating) Holiday | Floating Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |
| Other Holiday | Holiday | 01-01-2025 | 01-01-2025 |

**Term & Conditions**

1. The Holidays noted above are earned by full time Regular Staff, Contingent II Staff and 12-month Collegiate faculty.

1. For all other employees, holidays are earned as provided in their specific appointment/contract and may differ from the above schedule.
2. departments may require staff to work on holiday “observance dates.” In these cases, the department will advise the employee(s) of this and the associated arrangements.
3. For Floating Holidays, each employee chooses the “observance date” with his/her supervisor’s prior approval.

https://www.schedulesbox.com/