**Holiday Explanation:**

- 10-month Faculty and Contingent II Staff earn the state holidays.
- Regular Staff and 12-month Faculty earn the state, floating, and University holidays.
- Regular Staff and 12-month Faculty who earn floating holidays in 2022 will need three floating holidays to cover the Winter Break.
- Employees in 24/7 operations must use accrued personal or annual leave on December 28, 29, and 30.
- Staff who do not have enough leave to cover Winter Break must take leave without pay.
- Employees in 24/7 operations earn one day of holiday leave on the first of each month except for the months of January and July when two days of holiday leave are earned. Employees in 24/7 operations may be required to work when the University is closed.
- All holidays earned in 2022 must be used by December 31, 2022 or they will be forfeited.
- Employees in 24/7 operations earn the 2022 New Year’s Day holiday on January 1, 2022 and must use the holiday by December 31, 2022 or it will be forfeited.
- New Year’s Day 2022 is part of the 2021 holiday accrual for employees in non-24/7 operations.
- Employees in 24/7 operations earn the 2022 New Year’s Day holiday on January 1, 2022 and must use the holiday by December 31, 2022 or it will be forfeited.
- October 17 has been added as a replacement University Holiday originally designated for Juneteenth.