HOLIDAY EXPLANATION:

- 10-month Faculty and Contingent II Staff earn the state holidays.
- Regular Staff and 12-month Faculty earn the state, teaching, and University holidays.
- Regular Staff and 12-Month Faculty, who earn four floating holidays in 2020, only need three floating holidays to cover the Winter Break. The additional floating holiday can be used with supervisor approval.
- Regular Staff and 12-month Faculty without earned floating holidays must use accrued personal or annual leave on December 29, 30, 31.
- 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 2020 must be used by December 31, 2020 or they will be forfeited.
- New Year’s Day 2020 is part of the 2019 holiday accrual for employees in non-24/7 operations.
- Employees in 24/7 operations earn the 2020 New Year’s Day holiday on January 2, 2020 and must use the holiday by December 31, 2020 or it will be forfeited.