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Please Circulate and Post

TO: All Support Staff Employees
FROM: Lynne M. Motyl
 Chief Human Resources Officer
SUBJECT: 2021 Holiday Schedule
DATE: November 12, 2020

The holiday schedule below applies to all support staff employees of the University except the Heating Plant and the University Police Department. Each supervisor should circulate and post this schedule on the departmental bulletin boards provided for employee information. Employees who are required to work on any scheduled holiday below to provide necessary student or University services will be paid for the holiday in accordance with the negotiated contract agreement pertaining to their classification. If a staff employee is required by their supervisor to work on the Martin Luther King holiday, the employee will be appropriately compensated, but cannot defer the earned compensatory day for use on the day after Christmas; other leave will need to be requested.

Please note, this schedule is subject to change if found to be in conflict with the official 2021 University calendar or for other reasons.

University Scheduled Holiday:

Friday, January 1, 2021
 Monday, January 18, 2021
 Monday, May 31, 2021
 Monday, July 5, 2021
 Monday, September 6, 2021
 Thursday, November 25, 2021
 Friday, November 26, 2021
 Friday, December 24, 2021
 Tuesday, December 28, 2021
 Wednesday, December 29, 2021
 Thursday, December 30, 2021
 Friday, December 31, 2021

Holiday:

New Year's Day - 2021*
 Martin Luther King Jr. Day*
 Memorial Day*
 Independence Day*
 Labor Day*
 Thanksgiving Day*
 Day after Thanksgiving (Floating Holiday for AFSCME Only)
 Christmas Day*
 Presidents' Day**
 Columbus Day**
 Veterans' Day**
 New Year's Day - 2022*

Reminder: Monday shall be recognized as a holiday for all holidays occurring on a Sunday, and Friday for all holidays occurring on a Saturday for those employees on a normal Monday through Friday work week.

The rescheduled minor holidays are earned on the actual Commonwealth holiday. For employees who terminate during the calendar year, payment for unused minor holidays will be made in accordance with the appropriate Collective Bargaining Agreement. For new employees hired in 2021, appropriate accumulated leave or leave without pay must be used for rescheduled minor holidays not earned by the employee.

Beginning Friday December 24, 2021 through Friday December 31, 2021, the University will be closed for regular business using major and minor holidays earned over the calendar year. Due to the number of minor holidays earned during the calendar year, employees choosing to be off work must use a day of leave for the work day after Christmas (the calendar year of 2021, it would be considered Monday, December 27, 2021). The remaining days of the work week will be applied against accrued minor holidays. Applying for available paid leave or leave without pay will be acceptable for the day after Christmas.

If you have any questions, please feel free to call the Human Resources Office at ext. 2070.

*Major Holiday

**Rescheduled Minor Holiday