

Please Circulate and Post

TO: All Support Staff Employees
FROM: Lynne M. Motyl
 Chief Human Resources Officer
SUBJECT: 2022 Holiday Schedule
DATE: December 2, 2021

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.

Please note, this schedule is subject to change if found to be in conflict with the official 2022 University calendar or for other reasons.

University Scheduled Holiday:

Friday, December 31, 2021 (observed)
 Monday, January 17, 2022
 Monday, May 30, 2022
 Monday, June 20, 2022 (observed)
 Monday, July 4, 2022
 Monday, September 5, 2022
 Thursday, November 24, 2022
 Friday, November 25, 2021
 Monday, December 26, 2022 (observed)
 Wednesday, December 28, 2022
 Thursday, December 29, 2022
 Friday, December 30, 2022
 Monday, January 2, 2023 (observed)

Holiday:

New Year's Day - 2022*
 Martin Luther King Jr. Day*
 Memorial Day*
 Juneteenth Holiday*
 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 - 2023*

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 2022, appropriate accumulated leave or leave without pay must be used for rescheduled minor holidays not earned by the employee.

Beginning Monday, December 26, 2022 through Monday, January 2, 2023 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 2022, it would be considered **Tuesday, December 27, 2022**). 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.