

## Holiday and Vacation Schedule for Fiscal Year 2024

September 1, 2023 - August 31, 2024

| September |    |    |    |    |    |    | October |    |    |    |    |    |    | November |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    | 1  | 2  | 1       | 2  | 3  | 4  | 5  | 6  | 7  |          |    |    | 1  | 2  | 3  | 4  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  | 8       | 9  | 10 | 11 | 12 | 13 | 14 | 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 | 15      | 16 | 17 | 18 | 19 | 20 | 21 | 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 | 22      | 23 | 24 | 25 | 26 | 27 | 28 | 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 | 29      | 30 | 31 |    |    |    |    | 26       | 27 | 28 | 29 | 30 |    |    |

  

| December |    |    |    |    |    |    | January |    |    |    |    |    |    | February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |         | 1  | 2  | 3  | 4  | 5  | 6  |          |    |    |    | 1  | 2  | 3  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  | 7       | 8  | 9  | 10 | 11 | 12 | 13 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 | 14      | 15 | 16 | 17 | 18 | 19 | 20 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21      | 22 | 23 | 24 | 25 | 26 | 27 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28      | 29 | 30 | 31 |    |    |    | 25       | 26 | 27 | 28 | 29 |    |    |
| 31       |    |    |    |    |    |    |         |    |    |    |    |    |    |          |    |    |    |    |    |    |

  

| March |    |    |    |    |    |    | April |    |    |    |    |    |    | May |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  | S     | M  | T  | W  | T  | F  | S  | S   | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    | 1  | 2  |       | 1  | 2  | 3  | 4  | 5  | 6  |     |    |    | 1  | 2  | 3  | 4  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  | 7     | 8  | 9  | 10 | 11 | 12 | 13 | 5   | 6  | 7  | 8  | 9  | 10 | 11 |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 | 14    | 15 | 16 | 17 | 18 | 19 | 20 | 12  | 13 | 14 | 15 | 16 | 17 | 18 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 | 21    | 22 | 23 | 24 | 25 | 26 | 27 | 19  | 20 | 21 | 22 | 23 | 24 | 25 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 | 28    | 29 | 30 |    |    |    |    | 26  | 27 | 28 | 29 | 30 | 31 |    |
| 31    |    |    |    |    |    |    |       |    |    |    |    |    |    |     |    |    |    |    |    |    |

  

| June |    |    |    |    |    |    | July |    |    |    |    |    |    | August |    |    |    |    |    |    |
|------|----|----|----|----|----|----|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  | S    | M  | T  | W  | T  | F  | S  | S      | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |      | 1  | 2  | 3  | 4  | 5  | 6  |        |    |    |    | 1  | 2  | 3  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  | 7    | 8  | 9  | 10 | 11 | 12 | 13 | 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 | 14   | 15 | 16 | 17 | 18 | 19 | 20 | 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 | 21   | 22 | 23 | 24 | 25 | 26 | 27 | 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 | 28   | 29 | 30 | 31 |    |    |    | 25     | 26 | 27 | 28 | 29 | 30 | 31 |
| 30   |    |    |    |    |    |    |      |    |    |    |    |    |    |        |    |    |    |    |    |    |

Those employees who wish to observe a religious holiday or another day of remembrance other than the holidays in circles may do so by requesting a vacation day or by working one of the skeleton crew holidays. In accordance with the Appropriations Bill, the university must "have on hand enough personnel to carry on...public business" on all skeleton crew holidays.

| Employees with Total State Employment of: | Vacation Hours Accrued per Month | Maximum Hours to Carry Forward from One Fiscal Year to the Next Fiscal Year* |
|---|----------------------------------|--|
| 0 but less than 2 years                   | 8                                | 180  |
| 2 but less than 5 years                   | 9                                | 244  |
| 5 but less than 10 years                  | 10                               | 268  |
| 10 but less than 15 years                 | 11                               | 292  |
| 15 but less than 20 years                 | 13                               | 340  |
| 20 but less than 25 years                 | 15                               | 388  |
| 25 but less than 30 years                 | 17                               | 436  |
| 30 but less than 35 years                 | 19                               | 484  |
| 35+ years                                 | 21                               | 532  |

*\*the maximum hours that may be carried over to the next fiscal year is based on the employee's full-time equivalent (FTE) as of August 31st.*



indicates a "full closure" holiday



indicates a "skeleton crew" holiday