



# 2023 - 2024 HOLIDAY SCHEDULE

HOLIDAY	DAYS OF OBSERVANCE	HOURS
LABOR DAY	SEPTEMBER 4, 2023	8
THANKSGIVING	NOVEMBER 23-24, 2023	16
WINTER BREAK	DECEMBER 25, 2023 - JANUARY 1, 2024	48
MARTIN LUTHER KING JR. DAY	JANUARY 15, 2024	8
MEMORIAL DAY	MAY 27, 2024	8
EMANCIPATION DAY	JUNE 19, 2024	8
INDEPENDENCE DAY	JULY 4, 2024	8



## ELIGIBILITY

- An employee who is in a budgeted position for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to holiday pay. An eligible part-time employee will receive holiday pay and holiday compensatory time on a proportionate basis.
- You must either work or be in a paid status the last scheduled working day before and after a holiday to be eligible.
- Full-time employees who normally work varied hours (i.e. four ten-hour days) will need to work a different schedule or use appropriate leave to account for a 40-hour workweek.

## WORKING ON A SCHEDULED HOLIDAY

- An employee who is required to work on a holiday is entitled to compensatory time, for time worked on an hour-for-hour basis, to use during the 12 months after the holiday.
- When allowing compensatory time off would disrupt normal teaching, research or other critical functions, the member may elect to pay the employee for the compensatory time in addition to their regular salary.