Regular and Special Holidays

<table>
<thead>
<tr>
<th>Section: Time Off</th>
<th>Policy Number: 404</th>
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<tbody>
<tr>
<td>Responsible Office: President</td>
<td>Effective Date: 04/01/01</td>
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<td>Clarified: 08/08/02; 09/24/02</td>
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<td>Revised: 06/29/04; 07/09/07</td>
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Scope
Full-time administrators and staff.

Policy
Each year, the President of the University approves a schedule of holidays that the University will observe. In the event that it is necessary for some University offices to remain open to provide services on a scheduled holiday, full-time staff employees who work will receive an alternate day off or an equivalent arrangement.

In general, the offices of the University are closed in observance of the following days when they fall on a workday:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Easter
- Ascension Thursday
- Memorial Day
- Independence Day
- Feast of the Assumption
- Labor Day
- Columbus Day
- Feast of All Saints
- Election Day (Presidential election only)
- Thanksgiving Day
- Day after Thanksgiving
- Feast of the Immaculate Conception
- Christmas Eve
- Christmas Day

At the discretion of the President, additional “special” holidays may be granted. Public Safety Officers, who provide essential support to the University and work outside of normal office hours, and Bartilucci Center employees, are ineligible for early dismissal and special holidays. This exemption may also apply to other positions whose workweeks are outside of normal office hours and/or when necessitated by the nature of the work performed.