

2020 University (Earned)

Holidays Employee Checklist

Employees earn Holidays based on the University schedule, but employees take (observe) them based on the local office schedule. When an employee earns a holiday that the office does not observe, the employee can use that holiday as they would use an Annual Leave day. Pay attention to the Use or Lose date for those holidays. This checklist was created to assist employees track their holidays.

Holiday	Date Earned	Date University Observed	County/City Holiday (y/n)	Date Taken	Last Date to Use or Lose*
New Year's Day	January 01, 2020	January 01, 2020			4/1/2020
Martin Luther King Birthday Observance	January 20, 2020	January 20, 2020			4/20/2020
Presidents' Day	February 17, 2020	December 28, 2020*			3/28/2021
Spring Break	March 16, 2020	March 16, 2020			6/16/2020
Spring Break	March 17, 2020	March 17, 2020			6/17/2020
Memorial Day	May 25, 2020	May 25, 2020			8/25/2020
Independence Day	July 3, 2020	July 03, 2020			10/3/2020
Labor Day	September 07, 2020	September 07, 2020			12/7/2020
Columbus Day	October 12, 2020	December 29, 2020*			3/29/2021
Election Day	November 3, 2020	March 16, 2021			6/16/2021
Veteran's Day	November 11, 2020	December 30, 2020*			3/30/2021
Thanksgiving Day	November 26, 2020	November 26, 2020			2/26/2021
Thanksgiving Break	November 27, 2020	November 27, 2020			2/27/2021
Christmas Day	December 25, 2020	December 25, 2020			3/25/2021
Winter Break	December 31, 2020	December 31, 2020*			3/31/2021

Note: * Try to use these days before 12/31/2020