

2021 University (Earned) Holidays Employee Checklist

CLICK FOR UNIVERSITY
HOLIDAY SCHEDULE

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, 2021	January 01, 2021			4/1/2021
Martin Luther King Birthday Observance	January 18, 2021	January 18, 2021			4/18/2021
Presidents' Day	February 15, 2021	December 27, 2021*			3/27/2022
Spring Break	March 15, 2021	March 15, 2021			6/15/2021
Spring Break	March 16, 2021	March 16, 2021			6/16/2021
Election Day	November 3, 2020	March 17, 2021			6/17/2021
Memorial Day	May 31, 2021	May 31, 2021			8/31/2021
Independence Day	July 4, 2021	July 5, 2021			10/5/2021
Labor Day	September 6, 2021	September 6, 2021			12/6/2021
Columbus Day	October 11, 2021	December 28, 2021*			3/28/2022
Veteran's Day	November 11, 2021	December 29, 2021*			3/29/2022
Thanksgiving Day	November 25, 2021	November 25, 2021			2/25/2022
Thanksgiving Break	November 26, 2021	November 26, 2021			2/26/2022
Christmas Day	December 25, 2021	December 24, 2021			3/24/2022
Winter Break	December 30, 2021	December 30, 2021*			3/30/2022
New Year's Day	January 01, 2022	December 31, 2021			3/31/2022

Note: * Try to use these days before 12/31/2021