

2022 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, 2022 | December 31, 2021 | | | 3/31/2022 |
| Martin Luther King Birthday Observance | January 17, 2022 | January 17, 2022 | | | 4/18/2022 |
| Presidents' Day | February 21, 2022 | December 27, 2022* | | | 3/27/2023 |
| Spring Break | March 21, 2022 | March 21, 2022 | | | 6/21/2022 |
| Spring Break | March 22, 2021 | March 22, 2022 | | | 6/22/2022 |
| Memorial Day | May 30, 2022 | May 30, 2022 | | | 8/30/2022 |
| Juneteenth | June 19, 2022 | June 20, 2022 | | | 9/20/2022 |
| Independence Day | July 4, 2022 | July 4, 2022 | | | 10/4/2022 |
| Labor Day | September 5, 2022 | September 5, 2022 | | | 12/5/2022 |
| Columbus Day | October 10, 2022 | December 28, 2022* | | | 3/28/2023 |
| Veteran's Day | November 11, 2022 | December 29, 2022* | | | 3/29/2023 |
| Thanksgiving Day | November 24, 2022 | November 24, 2022 | | | 2/24/2023 |
| Thanksgiving Break | November 25, 2022 | November 25, 2022 | | | 2/25/2023 |
| Christmas Day | December 25, 2022 | December 26, 2022 | | | 3/26/2023 |
| Winter Break | December 30, 2022 | December 30, 2022* | | | 3/30/2023 |
| New Year's Day | January 01, 2023 | January 2, 2023 | | | 3/31/2023 |

Note: * Try to use these days before 12/31/2022