

2023 University (Earned) Holidays Employee Checklist

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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, 2023	January 02, 2023			4/2/2023
Martin Luther King Birthday Observance	January 16, 2023	January 16, 2023			4/16/2023
President's Day	February 20, 2023	December 26, 2023*			3/26/2024
Spring Break	March 20, 2023	March 20, 2023			6/20/2023
Spring Break	March 21, 2023	March 21, 2023			6/21/2023
Election Day (Spring Break)	November 08, 2022	March 22, 2023			6/22/2023
Memorial Day	May 29, 2023	May 29, 2023			8/29/2023
Juneteenth	June 19, 2023	June 19, 2023			9/19/2023
Independence Day	July 04, 2023	July 04, 2023			10/4/2023
Labor Day	September 04, 2023	September 04, 2023			12/4/2023
Columbus Day	October 09, 2023	December 27, 2023*			3/27/2024
Veteran's Day	November 11, 2023	December 28, 2023*			3/28/2024
Thanksgiving Day	November 23, 2023	November 23, 2023			2/23/2024
Thanksgiving Holiday	November 24, 2023	November 24, 2023			2/24/2024
Christmas Day	December 25, 2023	December 25, 2023			3/25/2024
Winter Break	December 29, 2023	December 29, 2023*			3/29/2024
Note: * Try to use these days before 12/31/2023					