2024 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, 2024	January 01, 2024			4/1/2024
Martin Luther King Birthday Observance	January 15, 2024	January 15, 2024			4/15/2024
President's Day	February 19, 2024	December 26, 2024*			3/26/2024
Spring Break	March 18, 2024	March 18, 2024			6/18/2024
Spring Break	March 19, 2024	March 19, 2024			6/19/2024
Memorial Day	May 27, 2024	May 27, 2024			8/27/2024
Juneteenth	June 19, 2024	June 19, 2024			9/19/2024
Independence Day	July 04, 2024	July 04, 2024			10/4/2024
Labor Day	September 02, 2024	September 02, 2024			12/2/2024
Columbus Day	October 14, 2024	December 27, 2024*			3/27/2025
Election Day	November 5, 2024	March 19, 2025			6/19/2025
Veteran's Day	November 11, 2024	December 30, 2024*			3/30/2025
Thanksgiving Day	November 28, 2024	November 28, 2024			2/28/2025
Thanksgiving Holiday	November 29, 2024	November 29, 2024			2/29/2025
Christmas Day	December 25, 2024	December 25, 2024			3/25/2025
Winter Break	December 31, 2024	December 31, 2024*			3/31/2025

	Note:	* Try to use these days before 12/31/2024