

# 2024 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, 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