



MEMORANDUM

To: Deans, Department Chairs, Department Administrators, Principal Investigators and Research Foundation Employees

FROM: Gary Leipzig
Associate Director – HR, Research Administration

DATE: February 6, 2024

RE: **Holiday Schedule for 2023 – 2024**

The following thirteen (13) dates have been designated holidays in 2023 – 2024:

HOLIDAY	DAY	DATE
Labor Day	Monday	September 4, 2023
Columbus Day	Monday	October 9, 2023
Election Day*	Tuesday	November 7, 2023
Veteran’s Day*	Saturday	November 11, 2023
Thanksgiving Day	Thursday	November 23, 2023
Christmas Day	Monday	December 25, 2023
New Year’s Day	Monday	January 1, 2024
Dr. Martin Luther King, Jr. Day	Monday	January 15, 2024
Lincoln’s Birthday*	Monday	February 12, 2024
Washington’s Birthday	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth (Observed)	Wednesday	June 19, 2024
Independence Day	Thursday	July 4, 2024

Election Day, Veteran’s Day and Lincoln’s Birthday have been designated as a floating holiday. If additional floating holidays are designed or changed, it will be announced. Employees must obtain prior supervisory approval to observe these holidays or alternate days. Any alternative day selected must be used within one year. *Employees eligible to observe holidays shall be granted an alternate day off for holidays they requested to work. Alternate days off shall be scheduled at times mutually convenient to the employee and the Department, and must be used within one year of accrual or forfeited.*

Eligible part-time employees are entitled to observe only those holidays that fall on their normal workdays.

If you have any questions, please contact the Office of Research Administration, extension 1178.

*Represents floating holidays