

MEMORANDUM

TO: All Faculty & Staff
FROM: Human Resources
DATE: July 30, 2021
RE: Holiday schedule and dates when university offices will be closed during the 2021-22 academic year

HOLIDAY SCHEDULE and ADDITIONAL DATES WHEN UNIVERSITY OFFICES WILL BE CLOSED

The university observed holiday will begin at 12:00am and end at 11:59pm on the designated day. **Bolded holidays** are not subject to premium pay in accordance with the Holiday Leave policy.

<u>Holiday</u>	<u>University Designated Days</u>
Half Day before Thanksgiving	Wednesday, Nov. 24
Thanksgiving	Thursday, Nov. 25
Day after Thanksgiving	Friday, Nov. 26
Christmas Eve	Friday, Dec. 24
Christmas Day (Observed)	Monday, Dec. 27
Additional Days	Tuesday-Thursday, Dec. 28-30
New Year's Eve	Friday, Dec. 31
New Year's Day (Observed)	Monday, Jan 3
Memorial Day (Observed)	Monday, May 30
Juneteenth (Observed)	Monday, June 20
Independence Day (Observed)	Monday, July 4

ADDITIONAL RELIGIOUS HOLIDAYS

We recognize and respect the expression of various cultures and faiths practiced among our faculty and staff. Although the university does not close in observance of holidays other than those listed above, reasonable accommodations will be made for faculty and staff who wish to observe other religious holidays in which they and their families honor. An example of a reasonable accommodation would be to use the established Religious or Personal Observance Days or accrued vacation leave.

The following is a list of some of the religious and cultural observances followed by members of the SU community. Please note that most of these dates change from year to year also. If you have questions about the nature of particular observances and how to avoid scheduling conflicts, you are encouraged to consult with the Office of Religious and Spiritual Life.

<u>2021</u>	<u>2022</u>
Islam: Eid al-Adha - July 19-23	East Asian Lunar New Year – Feb. 1
Islam: Islamic New Year – Aug. 9-10	Jewish: Passover – Apr. 15 - 23
Jewish: Rosh Hashana – Sept. 6-8	Hindu: Holi – Mar 17-18
Jewish: Yom Kippur – Sept. 15-16	Christian: Good Friday – Apr. 15
Jewish: Sukkot – Sept. 20-27	Christian: Easter – Apr. 17
Hindu: Diwali – Nov. 4	Islam: Ramadan – Apr. 2-May 2
Jewish: Hanukkah – Nov. 28 – Dec. 6	Sikh: Vaisakhi – Apr. 14
African American: Kwanzaa – Dec. 26 – Jan. 1	Muslim: Eid al-Fitr – May 2-3

All **benefits-eligible staff** will be issued two Personal or Religious Observance Days which will be added to their leave plans on January 1 of each year. Employees will have until December 31 of each year to use this time. Religious or Personal Observance Days may not be carried over to the next year; therefore, any unused hours will be deleted at the end of the calendar year. When using Personal or Religious Observance Days, hours used must be recorded on the employee's timesheet under the earn code "Personal/Religious Observance".

Please refer to the Holiday policy on mySU for guidelines on overtime for non-exempt employees who are required to work on a university-designated holiday.

This memorandum is presented for information purposes only and may be altered during the year.