

## MEMORANDUM

TO: All Faculty & Staff  
FROM: Human Resources  
DATE: August 17, 2022  
RE: Holiday schedule and dates when university offices will be closed during the 2022-23 academic year

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.

### HOLIDAY

#### **Half Day before Thanksgiving**

Thanksgiving  
Day after Thanksgiving  
Christmas Eve (Observed)  
Christmas Day (Observed)

#### **Additional Days**

New Year's Eve (Observed)  
New Year's Day (Observed)  
Memorial Day  
Juneteenth  
Independence Day

### UNIVERSITY DESIGNATED DAYS

#### **Wednesday, Nov. 23**

Thursday, Nov. 24  
Friday, Nov. 25  
Friday, Dec. 23  
Monday, Dec. 26

#### **Monday – Friday, Dec. 19-23**

#### **Tuesday-Thursday, Dec. 27-29**

Friday, Dec. 30  
Monday, Jan 2  
Monday, May 29  
Monday, June 19  
Tuesday, 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. 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.

#### 2022

Islam: Eid al-Adha - July 9-10  
Islam: Islamic New Year – July 29-30  
Jewish: Rosh Hashana – Sept. 25-27  
Jewish: Yom Kippur – Oct. 4-5  
Jewish: Sukkot – Oct. 9-16  
Hindu: Diwali – Oct. 24  
Jewish: Hanukkah – Dec. 18-26  
African American: Kwanzaa – Dec. 26 – Jan. 1  
Muslim and Jewish holidays begin and end at sundown

#### 2023

East Asian Lunar New Year – Jan 22  
Jewish: Passover – Apr. 5-13  
Hindu: Holi – Mar. 6-7  
Christian: Good Friday – Apr. 7  
Christian: Easter – Apr. 9  
Islam: Ramadan – Mar. 22-Apr. 21  
Sikh: Vaisakhi – Apr. 14  
Muslim: Eid al-Fitr – April 21-22

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 myNEST 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.*