



# University of New Haven

## *Human Resources Policy*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Holiday Policy	Administrative Employees	Provide applicable employees with University observed holidays	7/1/24	Vice President Human Resources & Organizational Development	1

The University currently recognizes the following holidays\* (if a holiday falls on a Saturday, it is celebrated on a Friday. If the holiday falls on a Sunday, it is celebrated on a Monday):

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- ½ day before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- ½ December 24
- Winter recess\*\*

**Holidays for union employees will be coordinated in conjunction with the employees' respective collective bargaining agreement and specific procedural guidelines for essential departments such as University Police and Facilities.**

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\* Non-exempt non-union employees receive a floating holiday in addition to the fixed holidays listed above. Exempt employees receive an additional vacation day to their accrual.

\*\*The winter recess period refers to the closing of the University's academic and administrative offices between the scheduled Christmas and New Year's holidays. These days are provided to full-time, non-faculty employees. Several campus locations provide critical services which are essential for ongoing operational continuity and cannot be closed during the winter recess period. Departmental leaders will coordinate applicable employees' alternative days off based on operational need during the fiscal year.

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