

Office of Human Resources Phone: 717-871-4950 Fax: 717-871-7950

## 2021-2022 UNIVERSITY HOLIDAY SCHEDULE

The following schedule of holidays has been established through New Year's Day 2022 for University employees

New Year's Day, 2021	Friday, January 1, 2021	(New Year's Day)
Martin Luther King, Jr. Day	Monday, January 18	(MLK Day)
Memorial Day	Monday, May 31	(Memorial Day)
Independence Day (observed)	Monday, July 5	(Independence Day)
Labor Day	Monday, September 6	(Labor Day)
Thanksgiving Day	Thursday, November 25	(Thanksgiving Day)
Day after Thanksgiving Day	Friday, November 26 <sup>1</sup>	(Day after Thanksgiving)
Christmas Day	Friday, December 24	(Christmas)
	Monday, December 27 $^{2}$	(annual/personal leave)
	Tuesday, December 28 <sup>3</sup>	(President's Day)
	Wednesday, December 29 $^{\rm 3}$	(Columbus Day)
	Thursday, December 30 $^{\rm 3}$	(Veteran's Day)
New Year's Day (2022)	Friday, December 31, 2021	(New Year's Day)

<sup>&</sup>lt;sup>1</sup> All University operations, except University Police services and other designated services, will be suspended on Friday, November 27, 2020. *It is not an official holiday except for those people covered under the AFSCME bargaining unit*. All other staff are encouraged to apply for annual or personal leave in lieu of reporting to work on that day. Employees requesting annual or personal leave must submit their leave requests to their supervisor by November 5, 2021.

<sup>&</sup>lt;sup>2</sup> All University operations, except University Police services and other designated services, will be suspended on Monday, December 27, 2021. All staff are encouraged to apply for annual or personal leave in lieu of reporting to work on that day. Employees requesting annual or personal leave must submit their leave requests to their supervisor by December 3, 2021.

<sup>&</sup>lt;sup>3</sup> These holidays (President's Day, Columbus Day, and Veteran's Day) are rescheduled for the observed dates to the year-end holiday break since the University is not fully operational at this time. Minor holidays for employees who work in a 7-day operation will scheduled by supervisors and may not coincide with those dates listed above. Scheduling will be done in accordance with current collective bargaining agreements.