



MEMORANDUM

To: System Office Staff
From: Glenn DuBois
Subject: 2019 Holiday Calendar
Date: October 1, 2018

As in previous years, the System Office will observe an alternate holiday schedule in 2019 that is in line with our colleges. We will be working five holidays, Lee-Jackson Day, Martin Luther King, Jr. Day, George Washington (President's) Day, Columbus Day/Yorktown Victory Day, and Veterans' Day, and observe these holidays and the additional hours provided by the Governor by closing December 23 - December 31, 2019. The Governor has added a total of one and one half day of additional holiday leave to the 2019 schedule.

The System Office will observe the following schedule:

2019 HOLIDAY SCHEDULE

January 1, 2019	New Year's Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 27	Closed ½ day (Additional 4 hours from Governor)
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 23	Closed (In lieu of Lee-Jackson Day)
December 24	Closed (Additional 8 hours from Governor)
December 25	Christmas Day
December 26	Closed (In lieu of Martin Luther King, Jr. Day)
December 27	Closed (In lieu of George Washington/President's Day)
December 30	Closed (In lieu of Columbus / Yorktown Victory Day)
December 31	Closed (In lieu of Veterans' Day)

2019 Holiday Schedule - General Information

The general information below will apply for all holidays when the System Office schedule does not coincide with the official state holiday calendar (copy attached) - Lee-Jackson Day, Martin Luther King, Jr. Day, President's Day, Columbus Day, and Veterans' Day. **Please note the following State Personnel Policy regarding the use and payout of holidays when an agency uses an alternative schedule.**



State Personnel Policies

1. An employee may use annual leave (or family/personal leave for VSDP employees), with the supervisor's approval, for Lee-Jackson Day, Martin Luther King, Jr. Day, George Washington/President's Day, Columbus Day/Yorktown Victory Day, and Veterans' Day.
2. Employees who resign or transfer from the System Office before December 31, 2019 will **not** be paid for any of the holidays noted between December 23 – December 31, 2019 that were worked earlier in the year.
3. If employment with the System Office begins before December 23, 2019, the employee is entitled to holiday pay December 23- December 31, 2019.
4. If an employee is on leave without pay for any portion of the day on December 22, 2019, he/she will **not** be paid for the period December 23, 2019 through January 1, 2020.