



MEMORANDUM

To: System Office Staff
From: Glenn DuBois
Subject: 2022 Holiday Calendar
Date: November 11, 2021

As in previous years, the System Office will observe an alternate holiday schedule in 2022 that is in line with our colleges. We will be working four holidays, Martin Luther King, Jr. Day, George Washington 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, 2022. The Governor has added a total of one- **and one-half** days of additional holiday leave to the 2022 schedule.

The System Office will observe the following schedule:

2022 HOLIDAY SCHEDULE

December 31	New Year's Day 2022 (Observed)
May 30	Memorial Day
June 20	Juneteenth Day (Observed)
July 4	Independence Day (Observed)
September 5	Labor Day
November 8	Election Day
November 23	Closed ½ day (Additional 4 hours from Governor)
November 24	Thanksgiving Day
November 25	Day after Thanksgiving
December 23	Closed (Additional 8 hours from Governor)
December 26	Christmas Day (Observed)
December 27	Closed (In lieu of Martin Luther King, Jr. Day)
December 28	Closed (In lieu of George Washington Day)
December 29	Closed (In lieu of Columbus / Yorktown Victory Day)
December 30	Closed (In lieu of Veterans' Day)
January 2	New Year's Day 2023 (Observed)

2022 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) - 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 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, 2022 will **not** be paid for any of the holidays noted between December 23 – December 31, 2022 that were worked earlier in the year.
3. If employment with the System Office begins before December 23, 2022, the employee is entitled to holiday pay December 23- December 31, 2022.
4. If an employee is on leave without pay for any portion of the day on December 22, 2022, he/she will **not** be paid for the period December 23, 2022, through December 31, 2022.