MEMORANDUM

To: System Office Staff
From: Craig Herndon
Subject: 2024 Holiday Calendar
Date: August 25, 2023

As in previous years, the System Office will observe an alternate holiday schedule in 2024 that is in line with the operating schedule of our colleges. We will be working four holidays, George Washington Day, Columbus Day/Yorktown Victory Day, Election Day and Veterans’ Day, and observe these holidays and the additional hours provided by the Governor by closing December 24 - December 31, 2024. The Governor has added a total of **one and a half** days of additional holiday leave to the 2024 schedule.

The System Office will observe the following schedule:

**2024 HOLIDAY SCHEDULE**

- January 01: New Year’s Day 2024
- January 15: Martin Luther King Day (now closed)
- May 27: Memorial Day
- June 19: Juneteenth Day
- July 04: Independence Day
- September 02: Labor Day
- November 27: Closed ½ day (Additional 4 hours from Governor)
- November 28: Thanksgiving Day
- November 29: Day after Thanksgiving
- December 24: Closed (Additional 8 hours from Governor)
- December 25: Christmas Day
- December 26: Closed (In Election Day)
- December 27: Closed (In lieu of George Washington Day)
- December 30: Closed (In lieu of Columbus & Yorktown Victory Day)
- December 31: Closed (In lieu of Veterans’ Day)
2024 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) – George Washington Day, Columbus Day and Yorktown Victory Day, Election 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, 2024, will not be paid for any of the holidays noted between December 24 – December 31, 2024 that were worked earlier in the year.

3. If employment with the System Office begins before December 24, 2023, the employee is entitled to holiday pay December 24- December 31, 2024.

4. If an employee is on leave without pay for any portion of the day on December 24, 2024, he/she will not be paid for the period December 24, 2023, through December 31, 2024.