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MEMORANDUM

To: System Office Staff
From: Craig Herndon *M. 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.