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<u>MEMORANDUM</u>

To: Shared Services Center Staff

From: Human Resources

Date: October 17, 2025

Subject: 2026 Holiday Calendar

As in previous years, the Shared Services Center will observe an alternate holiday schedule in 2026 that is in line with the operating schedule of our colleges and the System Office. 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, 2026. The Governor has added a total of **one and a half (1½) days** of additional holiday leave to the 2026 schedule.

The Shared Services Center will observe the following schedule:

2026 HOLIDAY SCHEDULE

January 01	New Year's Day 2026
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January 02 Closed (in lieu of Veterans' Day 2025)

January 19 Martin Luther King Day

May 25 Memorial Day June 19 Juneteenth Day

July 04 Independence Day (observed on July 03)

September 07 Labor Day

November 25 Closed ½ day (Additional 4 hours from Governor)

November 26 Thanksgiving Day
November 27 Day after Thanksgiving

December 24 Closed (Additional 8 hours from Governor)

December 25 Christmas 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 Election Day)
December 31 Closed (In lieu of Veterans' Day 2026)

January 01, 2027 New Year's Day 2027

Shared Services will reopen on January 04, 2027

2026 Holiday Schedule - General Information

The general information below will apply for all holidays when the Shared Services Center schedule does not coincide with the official state holiday calendar (copy attached) – George Washington Day, Columbus Day & 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

- I. An employee may use annual leave (or family/personal leave for VSDP employees), with the supervisor's approval, for George Washington/President's Day, Columbus Day & Yorktown Victory Day, Election Day, and Veterans' Day.
- 2. Employees who resign or transfer from the Shared Services Center before December 31, 2026, will **not** be paid for any of the holidays noted between December 24 December 31, 2026, that were worked earlier in the year.
- 3. If employment with the Shared Services Center begins before December 24, 2026, the employee is entitled to holiday pay December 24 December 31, 2026.
- 4. If an employee is on leave without pay for any portion of the day on December 24, 2026, he/she will **not** be paid for the period December 24, 2026, through December 31, 2026.