



# University of New Haven

## *Human Resources Policy*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Holiday Policy	All Full-Time Non-Union Employees (excludes Faculty)	Provide applicable employees with University observed holidays	2/1/23	Associate Vice President Human Resources & Organizational Development	1

The University currently recognizes the following holidays (if a holiday falls on a Saturday, it is celebrated on a Friday. If the holiday falls on a Sunday, it is celebrated on a Monday):

- New Year’s Day
- Martin Luther King’s Birthday
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- ½ day before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- ½ December 24 (celebrated in 2023 on December 22 as ½ day)
- Winter recess\*

Effective July 1, 2019, the Good Friday holiday was eliminated and transitioned to a floating holiday for non-exempt employees and an additional vacation day for exempt employees

All full-time non-faculty employees are required to work one (1) of the four (4) workdays between December 26 and December 31. If the employee does not work one of the indicated days, accrued time off must be utilized.

Holidays for union employees will be coordinated in conjunction with the employees’ respective collective bargaining agreement and specific procedural guidelines for essential departments such as University Police and Facilities.

\*The winter recess period refers to the closing of the University’s academic and administrative offices between the scheduled Christmas and New Year’s holidays. These days are provided to full-time, non-faculty employees. Several campus locations provide critical services which are essential for ongoing operational continuity and cannot be closed during the winter recess period. Departmental leaders will coordinate applicable employees’ alternative days off based on operational need during the fiscal year.

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