



# FY27 Holiday Cheat Sheet for All Employee Types

## College Holidays and Closures

- College holidays are designated in the [Academic Calendar](#).
- Not all Federal holidays and religious observances are designated as College holidays.
- Only certain College Holidays designated as breaks include closure on the preceding or subsequent weekend days. If a College holiday is on a Monday or a Friday, it does not mean the College is automatically closed the preceding or subsequent weekend days.
- College Holiday closure follows the same schedule as normal operating hours, which means that the College is officially closed for designated holidays from 7 a.m. on the designated holiday to 7 a.m. the following day. Employees who are scheduled to work overnight will complete their shift. Their shift that begins after 7 a.m. on the designated Holiday is the shift that Holiday hours will apply to.
- Short-term Casual Temp Staff and Student Workers are not eligible for paid Holidays. If required to fulfill operational needs, supervisors may assign work that can be completed remotely.

## FY27 College Holidays

- Independence Day, Friday, July 3, 2026\*
- Labor Day, Monday, September 7, 2026
- Fall Break, Wednesday, November 25-Friday, November 27, 2026\*  
*College closed through the weekend and reopens Monday, November 30, 2026.*
- Winter Break, Wednesday, December 24, 2026-Friday, January 1, 2027\*  
*College is only closed the weekend between the first and second week of Winter Break and reopens Saturday, January 2, 2027.*
- Dr. Martin Luther King, Jr. Day, Monday, January 18, 2027\*
- Spring Break for Staff, Friday, March 19, 2027  
*College closed through the weekend and reopens Monday, March 22, 2027.*
- Memorial Day, Monday, May 26, 2027
- Juneteenth National Independence Day, Friday, June 18, 2027\*

\*This holiday(s) results in an early timesheet deadline for the applicable pay period. See the [Payroll Schedule for details](#).

## Entering Holidays

Exempt Staff, Department Chairs, and Administrators	Non-Exempt Staff who have Standard time entry (total hours)	Non-Exempt Staff who have Shift time entry (shift time entry based on the work schedule)
<p><b>No action required.</b></p> <p>These employees do not complete timesheets and do not need to enter Holidays to be paid.</p>	<p><b>No action required.</b></p> <p>These employees will see Holiday hours populate when regular hours or Time Off hours are added to the timesheet.</p>	<p><b>Action required.</b></p> <p>These employees must add Holiday hours to the timesheet based on their applicable work schedule.</p>