



FY26 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 7:00 a.m. on the designated holiday to 7:00 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 fulfil operational needs, supervisors may assign work that can be completed remotely.

FY26 College Holidays

- Memorial Day, Monday, May 26, 2025*
- Juneteenth National Independence Day, Thursday, June 19, 2025*
- Independence Day, Friday, July 4, 2025*
- Labor Day, Monday, September 1, 2025*
- Thanksgiving Break, Wednesday, November 26-Friday, November 28, 2025*
College closed through the weekend and reopens Monday, December 1, 2025.
- Winter Break, Wednesday, December 24, 2025-Friday, January 2, 2026*
College is only closed the weekend between the first and second week of Winter Break and reopens Saturday, January 3, 2026.
- Dr. Martin Luther King, Jr. Day, Monday, January 19, 2026*
- Spring Break for Staff, Friday, March 20, 2026
College closed through the weekend and reopens Monday, March 23, 2026.

*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)
No action required. These employees do not complete timesheets and do not need to enter Holidays to be paid.	No action required. These employees will see Holiday hours populate when regular hours or Time Off hours are added to the timesheet.	Action required. These employees must add Holiday hours to the timesheet based on their applicable work schedule.