

# RESEARCH FOUNDATION HOLIDAY SCHEDULE

September 2020 – August 2021

HOLIDAY	DAY	DATE	REMARKS
Labor Day	Monday	September 7, 2020	Classes in Session
Columbus Day	Monday	October 12, 2020	Classes in Session
Election Day	Tuesday	November 3, 2020	Classes in Session
Veteran's Day	Wednesday	November 11, 2020	Classes in Session
Thanksgiving Day	Thursday	November 26, 2020	Classes Suspended
Christmas Day	Friday	December 25, 2020	University in Recess
New Year's Day	Friday	January 1, 2021	University in Recess
Martin Luther King's Birthday	Monday	January 18, 2021	University in Recess
Lincoln's Birthday	Friday	February 12, 2021	Classes in Session
Presidents' Day	Monday	February 15, 2021	Classes in Session
Memorial Day	Monday	May 31, 2021	Classes Suspended
Juneteenth	Saturday	June 19, 2021	Classes Suspended
Independence Day	Sunday	July 4, 2021	Classes Suspended

When classes are in session departments *may* be open if they provide essential services, or in emergency situations, if approved by the appropriate Vice President. To determine if your department is closed on these days, you should consult your manager. Employees required to work on a holiday will receive holiday leave credit to be used at a later date (leave requests are subject to supervisory approval).

Please note that Independence Day falls on Sunday this year, under RF policy, this is generally treated as a floating holiday and will be credited to part time employees based on their FTE.

The Research Foundation encourages employees to use holiday leave within a reasonable period of time (i.e., within 1 calendar year). Holiday leave may not be used to extend an employee's termination date.

#### **Full-time employees:**

- Regardless of their work schedule, will receive holiday leave accruals for all holidays whether the employee is scheduled to work that day or not. The maximum holiday leave credited will be 7.5 hours for a 37.5 hour workweek or 8 hours for a 40-hour workweek.

#### **Part-time employees:**

- **Must have an [Employee Work Schedule](#) on file with Research Foundation Human Resources** showing that the employee is regularly scheduled to work the day of the holiday, in order to be eligible to earn the holiday leave.
- Who take leave on a holiday will receive pay for the hours that he/she is regularly scheduled to work, up to a maximum of 8 hours. If the employee works on a holiday, he/she will earn the holiday leave for the hours indicated on his/her work schedule on file with RF Human Resources, up to a maximum of 8 hours.

#### **For all employees:**

- **Holiday leave, if not used before termination of employment, will be lost.**

Employees assigned to the following student title(s) are not eligible to receive holiday leave: Research Project Assistant, Project Instructional Assistant, Research Aide, Senior Research Aide, and Student Camp Counselor.