2011 Holiday Schedule

HOLIDAY	DATE(S) OBSERVED BY HSU
New Year's Day	Friday, Dec. 31, 2010
Martin Luther King Jr/Robert E. Lee Birthday	Monday, January 17, 2011
Spring Break:	
IF Gov. declares Fri after Thanksgiving	Thursday, March 24, 2011 (Tentative)
Employee's Birthday	Friday, March 25, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Thanksgiving Break	November 23-25, 2011
Christmas Break	December 23-30, 2011

In addition to these holidays Henderson State University also observes Labor Day, Veteran's Day, and George Washington's Birthday/Daisy Gatson Bates Day. These holidays are observed in extended breaks for Thanksgiving and Christmas. An employee's birthday is observed for all employees during Spring Break (Friday). Should the Governor declare extra holidays, they will be added to Spring Break.

For the extended Christmas Break all **offices will close at 5:00 p.m., Thursday, December 22, 2011 and reopen at 8:00 a.m., Tuesday, January 3, 2012.** Twelve-month employees should plan three *(3) annual leave days* for the year 2011 so that December 28, 29, and 30 may be charged to annual leave. **If you do not have three (3) annual leave days at the beginning of the Christmas break, your pay will be adjusted accordingly.** Employees are eligible to receive holiday pay only if they are in pay status on the last scheduled work day before the holiday.

All offices and facilities will be closed on scheduled holidays as noted above except those required to operate on an "as needed" basis. All events should be scheduled around these holiday periods. **Requests for special events (**e.g., conferences, athletic contests, cultural activities, etc.) **during the holiday period must be submitted and approved by the President prior to the time of scheduling.**