Holiday Schedule
2013

HOLIDAY	DATE(S) OBSERVED BY HSU
New Year's Day	Tuesday, January 1, 2013
Martin Luther King Jr/Robert E. Lee Birthday	Monday, January 21, 2013
Memorial Day	Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Thanksgiving Break	November 27-29, 2013
Christmas Break	December 24-31, 2013

In addition to these holidays, Henderson State University also observes Veteran's Day, George Washington's Birthday/Daisy Gatson Bates Day, and an employee's birthday (if the Governor declares the Friday after Thanksgiving a holiday). These holidays are observed in extended breaks for Thanksgiving and Christmas. Should the Governor declare extra holidays, they will be added to the Christmas schedule.

For the extended Christmas Break all **offices will close at 5:00 p.m., Monday, December 23, 2013, and reopen at 8:00 a.m., Thursday, January 2, 2014.** Twelve-month employees should plan two (2) *annual leave days* for the year 2013, so that December 30 and 31 may be charged to annual leave. **If you do not have two (2) annual leave days at the beginning of the Christmas break, your pay will be adjusted accordingly.** (Provided that the governor declares the Friday after Thanksgiving a holiday. If he does not do so, then three (3) annual days would be needed for Christmas.) 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.**