2012 Holiday Schedule

Approved

HOLIDAY	DATE(S) OBSERVED BY HSU
New Year's Day	Monday, January 2, 2012
Martin Luther King Jr/Robert E. Lee Birthday	Monday, January 16, 2012
Spring Break:	
IF Gov. declares Fri after Thanksgiving	Thursday, March 22, 2012 (Tentative)
Employee's Birthday	Friday, March 23, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Thanksgiving Break	November 21-23, 2012
Christmas Break	December 24-31, 2012

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., Friday, December 21, 2012 and reopen at 8:00 a.m., Wednesday, January 2, 2013.** Twelve-month employees should plan three *(3) annual leave days* for the year 2012 so that December 27, 28, and 31 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.