

# 2009 Holiday Schedule

HOLIDAY	DATE(S) OBSERVED BY HSU
New Year's Day	Thursday, January 1, 2009
Governor declared 12/26/08	Friday, January 2, 2009
Martin Luther King Jr/Robert E. Lee Birthday	Monday, January 19, 2009
IF Gov. declares Fri after Thanksgiving	Thursday, March 26, 2009 (Tentative)
Employee's Birthday	Friday, March 27, 2009
Memorial Day	Monday, May 25, 2009
Independence Day	Friday, July 3, 2009
Thanksgiving Break	November 25-27, 2009
Christmas Break	December 24-31, 2009

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., Wednesday, December 23, 2009 and reopen at 8:00 a.m., Monday, January 4, 2010.** Twelve-month employees should plan three (3) *annual leave days* for the year 2009 so that December 29, 30, 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 prior to the time of scheduling.