



**To:** All Faculty and Staff  
**From:** Vice President of Finance *Mdm*  
**Date:** August 3, 2018  
**Subject:** College Holiday Schedule

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### **Purpose**

Holy Cross College recognizes the importance of observing certain holidays throughout the year. The College will close for holidays in order to provide employees the opportunity to recognize and celebrate them. As a Catholic institution, the College holds the Triduum, Easter, and Christmas as having the utmost importance, and thus the holiday closure schedule recognizes them particularly.

### **Rescission**

Previous College holiday schedule and policy.

### **Overview**

#### **Eligibility**

Full-time and part-time employees will be paid holiday pay for the hours they are typically scheduled to work. If a part-time staff member is not scheduled to work during a holiday then s/he will not receive holiday pay. If a recognized holiday falls during an employee's paid absence (e.g., vacation or sick leave), holiday pay is provided instead of the paid time off that might otherwise have been applied.

The College provides paid holiday time for eligible employees in observance of the following holidays:

- Holy Thursday (Thursday before Easter) – College closes at 3pm
- Good Friday (Friday before Easter)
- Easter Monday (Monday after Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4. If July 4 falls on Saturday, the Friday before is observed as the holiday. If July 4 falls on a Sunday, the holiday is observed on the following Monday)
- Day before Thanksgiving
- Thanksgiving (fourth Thursday in November)
- Day After Thanksgiving
- Christmas and New Year's Celebration and Observance (varies according to which day Christmas falls on) as follows:

<b>Christmas Falls On:</b>	<b>Christmas Observance:</b>	<b>New Year's Observance:</b>	<b>College Closed</b>
Saturday	Friday, December 24 Monday – Thursday, December 27-30	Friday, December 31	Friday, December 24 – Friday, December 31
Sunday	Friday, December 23 Monday-Friday, December 26-30	Monday, January 2	Friday, December 23 – Monday, January 2
Monday	Friday, December 22 Monday-Friday, December 25-29	Monday, January 1	Friday, December 22 – Monday, January 1
Tuesday	Monday-Friday, December 24-28	Monday, December 31- Tuesday, January 1	Monday, December 24 – Tuesday, January 1
Wednesday	Monday-Friday, December 23-27 Monday, December 30	Tuesday, December 31- Wednesday, January 1	Monday, December 23 – Wednesday, January 1
Thursday	Wednesday-Friday, December 24-26, Monday-Wednesday, December 29-31	Thursday, January 1 – Friday, January 2	Wednesday, December 24 – Friday, January 2
Friday	Thursday-Friday, December 24-25 Monday-Wednesday, December 28-30	Thursday, December 31 – Friday, January 1	Thursday, December 24 – Friday, January 1

**Effective Date:** Immediately

**Review Date:** June 2021

**Contact for questions:** Director of Human Resources

**Action:**

**Attachments:** None