




MEMORANDUM

DATE: February 6, 2024

TO: Auxiliary for Sponsored Programs Administration (SPA) Employees

FROM: Lori Blodorn, Associate Vice President 
Chief Human Resources Officer

SUBJECT: Holiday Calendar 2024/25

Attached please find a copy of the Holiday Calendar for 2024/25 for the University which the SPA employees also adhere to. This calendar has also been posted to the Auxiliary for SPA website.

Please do not hesitate to contact me if any questions.

LB:bf

Attachment



Revised

MEMORANDUM

DATE: February 6, 2024

TO: All Staff

FROM: Lori Blodorn, Associate Vice President and Chief Human Resources Officer *LB*

SUBJECT: Holiday Calendar 2024/2025

<u>Holiday</u>	<u>Classes Scheduled</u>	
July 04, 2024	Independence Day	No
Sept. 02, 2024	Labor Day	No
Nov. 11, 2024	Veteran's Day	No
Nov. 28, 2024	Thanksgiving Day	No
Nov. 29, 2024	Lincoln's Birthday - Moved	No
Dec. 25, 2024	Christmas Day	No
Dec. 26, 2024	President's Day - Moved	No
Dec. 27, 2024	Admission Day - Moved	No
Dec. 30, 2024	Indigenous Peoples' Day - Moved	No
Dec. 31, 2024	Campus Closed*	No
Jan. 01, 2025	New Year's Day	No
Jan. 20, 2025	Martin Luther King, Jr.'s Birthday	No
Mar 31, 2025	Cesar Chavez Day	No
May 26, 2025	Memorial Day	No
June 19, 2025	Juneteenth	No

Each employee is entitled to one Personal Holiday, which must be taken on one day during the **2024** calendar year. If the employee fails to take the Personal Holiday before the end of the year, the holiday is forfeited.

- ◆ Lincoln's Birthday is observed Monday, February 12, 2024; the holiday credit will be observed Friday, November 29, 2024.
- ◆ President's Day is Monday, February 19, 2024; however, classes are in session on this date, and therefore, the holiday credit will be observed on Thursday, December 26, 2024.
- ◆ Admission Day is observed Monday, September 9, 2024; the holiday credit will be observed on Friday, December 27, 2024.
- ◆ Indigenous Peoples' Day is observed Monday, October 14, 2024; however, classes are in session on this date, and therefore, the holiday credit will be observed on Monday, December 30, 2024.

***Please note that Tuesday, December 31st is not a covered holiday. You may use vacation, Compensatory Time Off (CTO) or your personal holiday to cover this day.**

THE HOLIDAY BREAK WILL BE FROM DECEMBER 25, 2024 THROUGH JANUARY 1, 2025