

## Administrative & Administrative Support Staff with 12-Month Appointments 2025-2026

The following are the 2025–2026 Holiday Schedules. As always, essential services must continue during scheduled breaks, and some staff may need to work based on operational needs. Department Heads and Chairs should determine staffing coverage for essential services and communicate those arrangements with staff as far in advance as possible to ensure fairness and predictability.

Holiday	Day/Date
<b>Independence Day (2 Days)</b>	Thursday, July 3, 2025 – Friday, July 4, 2025
<b>Labor Day (1 Day)</b>	Monday, September 1, 2025
<b>Fall Break (1 Day)</b>	Monday, October 13, 2025
<b>Thanksgiving (3 Day)</b>	Wednesday, November 26, 2025 Thursday, November 27, 2025 Friday, November 28, 2025
<b>Winter Break (10 Day)</b>	Sunday, December 21, 2025 – Friday, January 2, 2026
<b>Martin Luther King, Jr. Day (1 Day)</b>	Monday, January 19, 2026
<b>Memorial Day (1 Day)</b>	Monday, May 25, 2026
<b>Juneteenth (1 Day)</b>	Friday, June 19, 2026

### **Holiday Pay Guidelines**

- Non-union hourly employees who work on an observed College holiday will receive time-and-a-half pay in addition to straight-time holiday pay.
- Non-union hourly employees may opt to take another paid day off during the same week. Hours worked on the holiday will count as overtime.
- Exempt (salaried) employees required to work on a College holiday will receive compensatory time off.

Holidays are considered paid holidays only if they fall within your regular work schedule.

### **Religious and Spiritual Holidays**

Throughout the year, members of our community observe a variety of religious and spiritual holidays. In keeping with the College's commitment to inclusivity and respect, we share this information to support those celebrating these holidays.

### **How You Can Help:**

1. Familiarize yourself with holidays using the [CRSL Calendar](#).

2. Minimize scheduling conflicts and provide appropriate foods during celebrations.
3. Staff may request time off through their managers, using personal time as needed.

For additional information, please visit the [Religious Life](#) page.

### **Summer Office Hours**

- **Start Date:** Tuesday, May 26, 2026 (following the holiday).
- **Regular Office Hours Resume:** Monday, August 17, 2026.

*If you have questions regarding holiday schedules, pay, or religious accommodations, please contact Human Resources or your Department Head.*