**Presbyterian College**

**2022 – 2023 Holiday Schedule**

The Personnel Handbook recognizes certain holidays each academic year for full time staff employees. Some, but not all employees who have classifications other than full time will also receive the official paid days. Supervisors and employees should read the Personnel Handbook for staff’s eligibility to receive paid holidays. Please contact the Human Resource Office should you need additional information.

|  |
| --- |
| **The President and his Leadership Team are pleased to announce that the 2022-2023 academic year holiday schedule will include extended days at Thanksgiving, and Christmas. These extended days are for full time employees only. This larger block of holiday time will be determined each year by the President and the Leadership Team and should not be assumed to be an annual benefit.** |

 **FALL 2022 SEMESTER**

July 4, 2022 Independence Day 1 Day

October 10, 2022 Fall Break 1 Day

November 23rd – 25th, 2022 Thanksgiving Break\* 3 Days

December 19th – 30th, 2022 Christmas Break\* 10 Days

\*Some full-time staff members will be required to work certain days during the extended holiday schedule, to cover essential duties, but they and their supervisor may, by prior agreement, substitute other days off so that each **full-time staff** member receives the same allotment of paid holidays. The substituted time off **may not** be extended into the next fiscal year nor may it be paid or taken at the rate of time and a half.

------------------------------------------------------------------------------------------------------------------------------------------

 **SPRING 2023 SEMESTER**

January 2, 2023 New Year’s Day 1 Day

January 16, 2023 Martin Luther King Day 1 Day

March 13, 2023 Spring Break 1 Day

April 7, 2023 Good Friday 1 Day

May 29, 2023 Memorial Day 1 Day