

Presbyterian College

2023 – 2024 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 2023-2024 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 2023 SEMESTER

July 4, 2023	Independence Day	1 Day
October 9, 2023	Fall Break	1 Day
November 22 – 24, 2023	Thanksgiving Break*	3 Days
December 18 – 29, 2023	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 2024 SEMESTER

January 1, 2024	New Year’s Day	1 Day
January 15, 2024	Martin Luther King Day	1 Day
March 29, 2024	Good Friday	1 Day
May 27 2024	Memorial Day	1 Day
June 19, 2024	Juneteenth Day	1 Day