

Administrative & Administrative Support Staff with LESS Than 12-Month Appointments (academic year) 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
Labor Day (1 Day)	Monday, September 1, 2025
Thanksgiving (3 Day)	Wednesday, November 26, 2025 Thursday, November 27, 2025 Friday, November 28, 2025
Winter Break (10 Day)	Sunday, December 21, 2025 – Friday, January 2, 2026
Martin Luther King, Jr. Day (1 Day)	Monday, January 19, 2026
Memorial Day (1 day, if scheduled to work)	Monday, May 25, 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.

Recess Periods (7 days)	
Holiday	Day/Date
Fall Break (2 days)	Monday, October 13, 2025 Tuesday, October 14, 2025
Spring Break (5 days)	Monday, March 16, 2026 Tuesday, March 17, 2026 Wednesday, March 18, 2026 Thursday, March 19, 2026 Friday, March 20, 2026

Work Schedules for Academic Year Staff

39-Week Schedule: Monday, August 18, 2025–Friday, May 22, 2026

Other 9-, 10-, or 11-Month Schedules: Work schedule dates vary

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