

## **Administrative & Administrative Support Staff with 12-Month Appointments 2026-2027**

The following are the 2026–2027 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.

<b>Holiday</b>	<b>Day/Date</b>
<b>Independence Day (1 Day)</b>	Friday, July 3, 2026
<b>Labor Day (1 Day)</b>	Monday, September 7, 2026
<b>Fall Break (1 Day)</b>	Monday, October 12, 2026
<b>Thanksgiving (3 Day)</b>	Wednesday, November 25, 2026 Thursday, November 26, 2026 Friday, November 27, 2026
<b>Winter Break (8 Day)</b>	Wednesday, December 23, 2026 – Friday, January 1, 2027
<b>Martin Luther King, Jr. Day (1 Day)</b>	Monday, January 18, 2027
<b>Memorial Day (1 Day)</b>	Monday, May 31, 2027
<b>Juneteenth (1 Day)</b>	Friday, June 18, 2027

### **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, June 1, 2027 (following the holiday).
- **Regular Office Hours Resume:** Monday, August 16, 2027.

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