

**Please Circulate and Post**

**TO:** All Support Staff Employees

**FROM:** Holly M. McCoy  
 Interim Chief Human Resources Officer

**SUBJECT:** **REVISED** 2023 Holiday Schedule

**DATE:** November 30, 2022

The holiday schedule below applies to all support staff employees of the University except the Heating Plant and the University Police Department. Each supervisor should circulate and post this schedule on the departmental bulletin boards provided for employee information. Employees who are required to work on any scheduled holiday below to provide necessary student or University services will be paid for the holiday in accordance with the negotiated contract agreement pertaining to their classification.

Please note, this schedule is subject to change if found to be in conflict with the official 2023 University calendar or for other reasons, and all holidays are titled as listed on the calendar sent by the Commonwealth of PA and PASSHE.

University Scheduled Holiday:

Monday, January 2, 2023, (observed)  
 Monday, January 16, 2023  
 Monday, May 29, 2023  
 Monday, June 19, 2023  
 Tuesday, July 4, 2023  
 Monday, September 4, 2023  
 Thursday, November 23, 2023  
 Friday, November 24, 2023  
 Monday, December 25, 2023  
 Wednesday, December 27, 2023  
 Thursday, December 28, 2023  
 Friday, December 29, 2022  
 Monday, January 1, 2024

State/Contractual Holiday:

New Year's Day - 2023\*  
 Martin Luther King Jr. Day\*  
 Memorial Day\*  
 Juneteenth Holiday\*  
 Independence Day\*  
 Labor Day\*  
 Thanksgiving Day\*  
 Day after Thanksgiving (Floating Holiday for AFSCME Only)  
 Christmas Day\*  
 Presidents' Day\*\*  
 Columbus Day\*\*  
 Veterans' Day\*\*  
 New Year's Day - 2024\*

**Reminder:** Monday shall be recognized as a holiday for all holidays occurring on a Sunday, and Friday for all holidays occurring on a Saturday for those employees on a normal Monday through Friday work week.

The rescheduled minor holidays are earned on the actual Commonwealth holiday. For employees who terminate during the calendar year, payment for unused minor holidays will be made in accordance with the appropriate Collective Bargaining Agreement. For new employees hired in 2023, appropriate accumulated leave or leave without pay must be used for rescheduled minor holidays not earned by the employee.

Beginning Monday, December 25, 2023 through Monday, January 1, 2024, the University will be closed for regular business using major and minor holidays earned over the calendar year. Due to the number of minor holidays earned during the calendar year, employees choosing to be off work must use a day of leave for the work day after Christmas (the calendar year of 2023, it would be considered **Tuesday, December 26, 2023**). The remaining days of the work week will be applied against accrued minor holidays. Applying for available paid leave or leave without pay will be acceptable for the day after Christmas.

If you have any questions, please feel free to call the Human Resources Office at ext. 2070.