



UNIVERSITY OF
NEW ENGLAND

Biddeford & Portland, Maine

HOLIDAY SCHEDULE 2019/2020

Labor Day	Monday	September 2, 2019
Thanksgiving	Thursday	November 28, 2019
Day After Thanksgiving	Friday	November 29, 2019
Christmas Eve Day	Tuesday	December 24, 2019
Christmas Day	Wednesday	December 25, 2019
Gifted Holiday	Thursday	December 26, 2019
Gifted Holiday	Friday	December 27, 2019
Gifted Holiday	Monday	December 30, 2019
New Year's Eve Day	Tuesday	December 31, 2019
New Year's Day	Wednesday	January 1, 2020
Martin Luther King	Monday	January 20, 2020
Memorial Day	Monday	May 25 2020
Independence Day (FY 2021)	Friday	July 3, 2020

Regular full- and half-time staff and 12 month faculty earn one floating holiday if they are employed on October 1, 2019 and another floating holiday if they are employed on March 1, 2020. Please remember that you can only carry 2 floating holidays at any given time.

Notwithstanding the holiday schedule, the nature of a University is that some employees are expected to be at work as may be necessary to care for students, programs, or facilities for which they may have responsibility. Non-exempt employees required to work on a holiday will be receive payment for the holiday hours as well as time and one-half for hours work on that day. There are a few exceptions to this. Please consult Human Resources for details.

Refer to the Personnel Handbook for the many specifics regarding the University's leave time policies. Please coordinate with your supervisor for the usage of leave time such as vacation, floating holiday, and personal time

Each supervisor has responsibility for assuring staffing levels are appropriate to meet the area's service obligations. Supervisors should consult with senior managers about what level of staffing is necessary in their areas before approving requests for time off.