



**Union Theological Seminary
Office of Human Resources
Holiday Calendar 2020**

Wednesday, January 1	New Year's Day
Monday, January 20	Rev. Dr. Martin Luther King Day
Thursday, April 9	Holy Thursday
Friday, April 10	Good Friday
Monday, April 13	Easter Monday
Monday, May 25	Memorial Day
Friday, July 3	Observance of Independence Day (July 4)
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day After Thanksgiving
Thursday, December 24	Christmas Eve
Friday, December 25	Christmas Day
Monday, December 28	Holiday for the Day after Christmas

UTS Policy – Three (3) Mandatory Vacation Days - UTS is closed between Christmas Eve (December 24, 2020) and the first work day in 2021 (January 4, 2021). Employees must use three (3) of their accrued vacation days during the Christmas break which for 2020, the days are **December 29th, 30th, and 31st**. Since vacation days accrue on a fiscal basis (July 1 - June 30), three vacation days accruing between July 1, 2020 and December 31, 2020 must be allotted toward Christmas vacation, with the remaining accrued vacation days being used throughout the rest of the fiscal year. For employees hired after November 1st who will not have sufficient vacation accrual to cover the three mandatory vacation days, your 2020 vacation will be charged for any shortfall.

10/28/19