



Policy Title: HR5020 - University Holidays

Subject Area: Human Resources

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Human Resources

Policy Statement

The University of Memphis will observe eight paid holidays and six paid administrative closing days each year.

The Department of Human Resources will be responsible for the preparation and publication of holiday schedules. Official holidays will be approved by the President.

Procedures

University Holidays

The following eight days will be designated as official holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

In addition to these eight holidays, the University will observe an additional six administrative closing days. The selection of these days must be coordinated with the Academic Calendar.

Certain days, such as the Friday after Thanksgiving and those during the week between Christmas and New Year, when classes are not in session, may be designated as administrative closing days each year.

Holidays occurring on a Saturday will be observed on the preceding Friday and holidays occurring on a Sunday will be observed on the following Monday.

The University shall hold observances for Veteran's Day on or near the day recognized as a national day of observance.

Students and employees should be afforded the opportunity to participate in the campus observances provided it does not interfere with the needs of the department or the University.

Students, faculty and staff who are veterans shall be afforded the opportunity to participate in the campus observances without adverse action or absence.

Eligibility

All regular full-time and part-time employees in an active pay status will be eligible for holiday pay for the days listed above. Regular part-time employees receive the holiday benefit on a pro rata basis.

The following provisions apply:

- Employees who are in an active pay status on the workdays immediately preceding and following a holiday will receive payment for the holiday.
- Any holiday falling within a period of an employee's sick, annual, or other leave with pay shall be considered holiday leave and recorded as such.

FAQs

Where can I find the schedule of University holidays?

The holiday schedule can be found on the Human Resources website at <https://www.memphis.edu/hr/holidays.php>.

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