


Memo

To: USW Employees
 From: Veronica Torrez 
 Date: December 9, 2019
 Re: Schedule of Holidays

Below is the schedule of holidays for the 2020-2021 fiscal year

Friday, July 3, 2020	Independence Day Observation
Monday, September 7, 2020	Labor Day
Monday-Friday, November 23-27, 2020	Thanksgiving Break – Campus Closed
Monday-Friday, December 21-25, 2020	Christmas Break – Campus Closed
Monday-Thursday, December 28-31, 2020	Special Holiday (2020 Only)
Friday, January 1, 2021	New Year’s Holiday
Monday, January 18, 2021	Martin Luther King, Jr. Day
Monday, February 15, 2021	President’s Day
Friday, April 2, 2021	Good Friday
Monday, May 31, 2021	Memorial Day

It is imperative that the institution remains adequately staffed at all times; accordingly, requests for additional vacation leave surrounding a holiday will be considered based on the staffing demands of your area as determined by the area supervisor. Vacations, or any scheduled time off, shall not coincide with peak periods for your area of responsibility. Please bear this in mind while planning leave.

****In lieu of the spring break holiday, all benefited staff will receive five additional personal days. These personal days can be used during the USW spring break (March 22 – March 26, 2021), or can be used at another time that is coordinated with the area supervisor as stated above. As a reminder–personal days cannot be used on an hourly basis. Contact me if you have any questions.****