


Memo

To: USW Employees
 From: Veronica Torrez 
 Date: October 26, 2021
 Re: Schedule of Holidays

Below is the schedule of holidays for the 2022-2023 fiscal year

Monday, June 20, 2022	Emancipation Day Observation
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Monday-Friday, November 21-25, 2022	Thanksgiving Break – Campus Closed
Thursday-Friday, December 22-23, 2022	Special Holiday (2022 Only)
Monday-Friday, December 26-30, 2022	Christmas Break – Campus Closed
Monday, January 2, 2023	New Year’s Holiday Observation
Monday, January 16, 2023	Martin Luther King, Jr. Day
Monday, February 20, 2023	President’s Day
Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	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 13 – March 17, 2023), 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.****