

2026-2027 HOLIDAY SCHEDULE

Holidays	Day/Date Earned	Time
Independence Day	Friday, July 3, 2026	½ Day
Labor Day	Monday, September 7, 2026	Full Day
Thanksgiving Break - University Holiday	Wednesday, November 25, 2026	½ Day
Thanksgiving Day	Thursday, November 26, 2026	Full Day
University Holiday	Friday, November 27, 2026	½ Day
Christmas Break – University Holiday	Thursday, December 24, 2026	½ Day
Christmas Day	Friday, December 25, 2026	½ Day
Christmas Break – University Holiday	Monday, December 28, 2026	Full Day
Christmas Break – University Holiday	Tuesday, December 29, 2026	Full Day
Christmas Break – University Holiday	Wednesday, December 30, 2026	Full Day
New Year’s Eve – University Holiday	Thursday, December 31, 2026	Full Day
New Year’s Day	Friday, January 1, 2027	½ Day
Martin Luther King Jr. Day	Monday, January 18, 2027	Full Day
Memorial Day	Monday, May 31, 2027	Full Day
Employee Appreciation Day (staff only)	Floating Holiday	Full Day
Total Days		12 Days

Hours for Holiday Leave - All holidays are based on the standard 38-hour work week. A full day is considered 8.5 hours if the holiday falls between Monday and Thursday and 4 hours if it falls on a Friday. Hours for holiday leave, as stated in this section, are regardless of the employee’s normal scheduled work day (i.e., an employee who regularly works a 10-hour day is entitled to 8.5 hours of holiday leave). If an employee has not started employment on the date a holiday is earned, they are not entitled to that holiday when it is observed.

***Alternate Days Off** - Only employees scheduled to work during the holiday date of observance will receive a benefit for that day. For example, an employee who is normally scheduled to work Monday - Thursday will not be eligible for holiday pay if the holiday falls on a Friday. In this case, subject to approval, the employee who is not normally scheduled to work on the holiday date of observance may take the holiday on another day.

When an employee is required to work on the holiday date of observance, an equivalent number of hours off on an alternate day may be arranged with the supervisor and/or department head. Any alternate time off as described in this section must be taken no later than the pay period immediately following the pay period in which the holiday falls.

***Employee Appreciation Day** - Employee Appreciation Day is a floating holiday. Staff employees may observe it at their discretion and should inform their supervisor when they wish to take this holiday by completing and submitting a Paid Leave Request form (select “Employee Appreciation” on the form). The Employee Appreciation Day must be used within the fiscal year or it is forfeited.

The University will be CLOSED starting at noon on December 24, 2026. It will RE-OPEN on Monday, January 4, 2027.

For questions or concerns, do not hesitate to get in touch with the Office of Human Resources at (301) 891-4542 or wauhr@wau.edu.

***Paid Leave Request is required.**