

POLICY NO. 614

Area: Human Resources

*Original signature on file in the
Office of General Counsel*

Date adopted: October 1, 2002

Certified By: _____

Curtis Pettis, Vice President and CFO
Administration and Finance

Revisions Approved: April 26, 2024

Subject: **HOLIDAYS**

This policy applies to all full-time administrative, professional and classified non-bargaining employees.

Holidays

A. University Employees shall be entitled to the following paid holidays:

- New Year's Day – First day of January
- Martin Luther King's Day – Third Monday in January
- President's Day – Third Monday in February
- Memorial Day – Last Monday in May
- Juneteenth – Nineteenth of June
- Independence Day – Fourth of July
- Labor Day – First Monday in September
- Veteran's Day – Eleventh of November
- Thanksgiving Day – Fourth Thursday in November
- Day after Thanksgiving – Fourth Friday in November
- Christmas Eve – Twenty-fourth (24th) day of December
- Christmas Day – Twenty-fifth (25th) day of December

In the event that any holiday-fall on Saturday, then the Friday immediately prior will be observed as the holiday. In the event that any holiday falls on Sunday, then the Monday immediately following shall be observed as the holiday.

B. In addition to the above list of holidays, any day appointed by the Governor of Ohio or the President of the United States shall be included.