



## 2019-2020 Designated Holiday and Paid Time Off (PTO) Schedule

*On both Designated Holidays and PTO Days, the University campus is closed and all full time employees are paid for the day off. Due to the nature of their job, some full and part time employees may be required to work on either Designated Holidays or PTO Days. Those employees will be notified in advance by their Area Executive with additional compensation provided per University policy.*

### Summer

Designated Holiday: Thursday July 4<sup>th</sup>, 2019 (Independence Day)  
PTO Day: Friday, July 5<sup>th</sup>, 2019

### Fall

Designated Holiday: Monday, October 7<sup>th</sup>, 2019 (Fall Break Day)  
PTO Day: Wednesday, November 27<sup>th</sup>, 2019  
Designated Holiday: Thursday, November 28<sup>th</sup>, 2019 (Thanksgiving Day)  
PTO Day: Friday, November 29<sup>th</sup>, 2019

### Winter

PTO Day: Monday, December 23<sup>rd</sup>, 2019  
Designated Holiday: Tuesday, December 24<sup>th</sup>, 2019 (Christmas Eve)  
Designated Holiday: Wednesday, December 25<sup>th</sup>, 2019 (Christmas Day)  
PTO Day: Thursday, December 26<sup>th</sup>, 2019  
PTO Day: Friday, December 27<sup>th</sup>, 2019  
PTO Day: Monday, December 30<sup>th</sup>, 2019  
Designated Holiday: Tuesday, December 31<sup>st</sup>, 2019 (New Year's Eve)  
Designated Holiday: Wednesday, January 1<sup>st</sup>, 2020 (New Year's Day)  
Designated Holiday: Monday, January 20<sup>th</sup>, 2020 (Martin Luther King Jr. Day)

### Spring

PTO Day: Thursday, April 9<sup>th</sup>, 2020  
Designated Holiday: Friday, April 10<sup>th</sup>, 2020 (Good Friday)  
PTO Day: Monday, April 13<sup>th</sup>, 2020  
Designated Holiday: Monday, May 25<sup>th</sup>, 2020 (Memorial Day)