

HOLIDAY SCHEDULE FOR 2017

In 2017, there are 14 scheduled holidays. (The additional holiday in 2016 due to the national election will be taken on January 3, 2017.) St. Mary's College of Maryland will be **CLOSED** and employees occupying permanent positions will be paid for these days.

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	Monday, January 2
Day After New Year's	Tuesday, January 3
Spring Break Day	Friday, March 17
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Thanksgiving Break	Wednesday, November 22 Thursday, November 23 Friday, November 24
Holiday Break	Friday, December 22 Monday, December 25 Tuesday, December 26 Wednesday, December 27 Thursday, December 28 Friday, December 29
New Year's Day 2018	Monday, January 1

* * * * *

****FLOATING HOLIDAY** Monday, January 16

****** Although the College is open for business on this day, a holiday is earned in observance of Martin Luther King's Birthday. It may be used on or after that date with supervisory approval.

Notes: The holiday balance that appears on your timesheet includes only unused **FLOATING HOLIDAY** hours. All other holidays are earned and used on the days the College is closed, and thus will not appear as part of the balance on your timesheet.

The maximum annual leave allowed to be carried over for non-bargaining employees is 160 hours from one *fiscal year* to the next.