

10-MONTH EMPLOYEE HOLIDAY SCHEDULE FOR 2023

St. Mary's College of Maryland will be **CLOSED** and employees occupying permanent positions will be paid for the following 16 (sixteen) holidays.

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	Monday, January 2
Floating Holiday <i>(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.)</i>	Monday, January 16
Spring Break	Wednesday, March 15 Thursday, March 16 Friday, March 17
Memorial Day	Monday, May 29
Labor Day	Monday, September 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 2024	Monday, January 1
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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 200 hours from one *fiscal year* to the next.