HOLIDAY SCHEDULE

PURPOSE

To set forth the University's holiday schedule for those employees affected, provide clarification of policy regarding work during holiday periods and to promulgate the University’s policy regarding observance of religious holidays not included in the University’s holiday schedule.

GENERAL POLICY

Holidays are set by the University in accordance with Louisiana Revised Statute 1:55 F, which authorizes fourteen (14) paid holidays per year. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by the University except as provided in this PS.

The following holiday schedule is established for FY 2011-2012:

Independence Day - July 4 (M)
Labor Day - September 5 (M)
Thanksgiving - November 24 (Th), 25 (F)
Christmas and New Year's - December 26 (M), 27 (T), 28 (W), 29 (Th), 30 (F), 2 (M)
Martin Luther King Day - January 16 (M)
Mardi Gras – February 21 (T)
Easter – April 6 (F)
Memorial Day- May 28 (M)

The following holiday schedule is established for FY 2012-2013:

Independence Day - July 4 (W)
Labor Day - September 3 (M)
Thanksgiving - November 22 (Th), 23 (F)
Christmas and New Year's - December 24 (M), 25 (T), 26 (W), 27 (Th), 28 (F), 31 (M), 1 (T)
Martin Luther King Day - January 21 (M)
Mardi Gras – February 12 (T)
Easter – March 29 (F)

For activities having employees on shift assignments or at work during holiday periods, the department head may adjust work schedules or holiday time to provide necessary services. It is intended that the same number of holidays be granted all employees. If a holiday falls on an employee's day off, it will be necessary to provide a "designated holiday" on another day.
Applicable Civil Service rules will be followed for compensating classified employees who are required to work on holidays.

As a matter of policy and commitment, Louisiana State University does not discriminate against any person on the basis of religion. Faculty and staff unable to work on a religious holiday not included on this schedule because of his or her religious beliefs are to provide that information to their supervisor or department head/chaire, well in advance. Annual leave, leave without pay or adjusted work schedules will be approved unless doing so creates an unusual burden upon the employing unit. Additionally, faculty are to excuse any student who is unable, because of his or her religious beliefs, to attend or participate in class work requirements or examinations on religious holidays not included in this schedule provided that a makeup examination or work will not create an unreasonable burden upon the school. It is the responsibility of the students concerned to anticipate such conflicts well in advance, to provide that information to their instructor, and to make up the work missed according to a schedule agreed upon with the faculty responsible for the class.

**SOURCE**

PM-5 Holiday Schedule issued by the Office of the President.