



Dear Faculty and Staff:

Monday, September 2, 2024

Division and Department Heads

Donald Berry, Sr. Associate Vice President for Human Resources

University Employee Holiday Schedule

Under the 1917 Act, the State of Louisiana provides that certain institutions of higher education shall designate a number of fourteen (14) legal holidays per year to be observed as University holidays instead of observing the same. Pursuant to the following University holiday schedule for 2024-2025 and will be observed without regard to otherwise designated State Holidays.

Handwritten signature: Donald Berry

University Designated Holidays	University Days	Official State Holidays	University Closures
Inauguration Day	January 20		1*
Labor Day	September 2		.5
Father's Day	September 18*		.5
Thanksgiving	November 28		.5
	November 29		.5
	December 2		1
Christmas	December 25		.5
	December 26		1
	December 27		1
	December 28		1
	December 29		1
	December 30		1
	January 1		1
	January 2		1
	January 3		1
	January 4		1
	April 18		.5
	April 21		1*
	April 22		1*
	May 26		1
			14
			7*

Please make this information available to all employees within your unit. Department heads are authorized to allow employees, where applicable, to work during holidays instead of using leave. These are employee leave days, i.e., compensatory leave, accrued leave or leave without pay, as appropriate.

**University offices will close at 12:00 pm on Wednesday, November 27, 2024, in observance of Thanksgiving break. Winter session classes resume on Thursday, January 2, 2025.

All employees should report to work on Monday, January 6, 2025, following the Christmas and New Year break.

#TAKEFLIGHT