

## Brown University Paid Holiday Schedule

Holiday	2023	2024
New Year's Day	Monday, January 2	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 16	Monday, January 15
Memorial Day	Monday, May 29	Monday, May 27
Day After Memorial Day	Tuesday, May 30	Tuesday, May 28
Juneteenth	Monday, June 19	Wednesday, June 19
Independence Day	Tuesday, July 4	Thursday, July 4
Labor Day	Monday, September 4	Monday, September 2
Indigenous Peoples Day	Monday, October 9	Monday, October 14
Election Day (even years only)	N/A	Tuesday, November 5
Thanksgiving Day	Thursday, November 23	Thursday, November 28
Day after Thanksgiving	Friday, November 24	Friday, November 29
Christmas Eve	Tuesday, December 26 (Christmas Eve falls on a Sunday so it will be observed on this date)	Tuesday, December 24
Christmas Day	Monday, December 25	Wednesday, December 25

The listed holidays are observed by Brown University non-union regular payroll staff. All University operations are closed on these dates (with the exception of essential personnel). For non-exempt time entry on these dates, please use **"Paid Holiday"** time type and enter your normal hours for the day.

### Election Day

Effective September 8, 2020, the university will observe Election Day on all even-numbered years, which include both presidential and midterm Congressional elections.

### Floating Holiday

All non-union staff employees who are eligible for paid holidays receive one floating holiday (or equivalent hours) to be used during the calendar year. Staff hired after January 1 will receive the floating holiday the following calendar year.

The floating holiday may be used on a day mutually agreeable to the staff member and supervisor. It will be pro-rated for part-time employees based on weekly scheduled hours and number of months worked. Unused days will not carry over year-to-year and are not eligible for payout upon termination. The floating holiday appears on the Time Off Worklet in Workday.

### Winter Break

<b>2023</b>	December 27, 2023	December 28, 2023	December 29, 2023	January 2, 2024	January 3, 2024	January 4, 2024	January 5, 2024
<b>2024</b>	December 23, 2024	December 26, 2024	December 27, 2024	December 30, 2024	December 31, 2024	January 2, 2025	January 3, 2025

With the exception of the Christmas Eve holiday, the Christmas Day holiday, and the New Year's Day holiday, Winter Break days off are not official University holidays, nor will they count against a staff member's vacation time. Non-exempt staff should enter their regularly scheduled hours using the **"Summer/Winter Break Hours (Not Worked)"** time type in Workday. *Please note: Employees who work less than 12 months and who are not scheduled to work during the Winter Break period and employees who are on an unpaid leave are not eligible for pay for Winter Break.*

Employees who are not eligible for holiday pay are not eligible for pay for the Winter Break. Sufficient time has been provided to departments to assess workloads and evaluate staffing needs during the Winter Break. Some positions may be required to work during Winter Break. Consult your supervisor for more information.

### Employee Appreciation Days

2023	2024
Monday, February 20	Monday, February 19
Friday, August 11	Friday, August 9

For the Employee Appreciation Days, non-exempt staff should enter their regularly scheduled hours using the **"Paid Time Off"** time type in Workday.