

Brown University Paid Holiday Schedule

Holiday	2024	2025	2026
New Year's Day	Monday, January 1	Wednesday, January 1	Thursday, January 1
Martin Luther King, Jr. Day	Monday, January 15	Monday, January 20	Monday, January 19
Memorial Day	Monday, May 27	Monday, May 26	Monday, May 25
Day After Memorial Day	Tuesday, May 28	Monday, May 27	Tuesday, May 26
Juneteenth	Wednesday, June 19	Thursday, June 19	Friday, June 19
Independence Day	Thursday, July 4	Friday, July 4	Friday, July 3
Labor Day	Monday, September 2	Monday, September 1	Monday, September 7
Indigenous Peoples Day	Monday, October 14	Monday, October 13	Monday, October 12
Election Day (even years only)	Tuesday, November 5	n/a	Tuesday, November 3
Thanksgiving Day	Thursday, November 28	Thursday, November 27	Thursday, November 26
Day after Thanksgiving	Friday, November 29	Friday, November 28	Friday, November 27
Christmas Eve	Tuesday, December 24	Wednesday, December 24	Thursday, December 24
Christmas Day	Wednesday, December 25	Thursday, December 25	Friday, 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

2024	December 23	December 26	December 27	December 30	December 31	January 2	January 3
2025	December 23	December 26	December 29	December 30	December 31	January 2	January 5
2026	December 23	December 28	December 29	December 30	December 31	January 4	

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

2024	2025	2026
Monday, February 19	Monday, February 17	Monday, February 16
Friday, August 9	Friday, August 8	Friday, August 7

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