

# Dickinson

**TO:** All Full and Part Time Staff and Faculty  
**FROM:** Debra Hargrove, Vice President Human Resource Services  
**SUBJECT:** 2023-24 Holiday Schedule  
**DATE:** February 28, 2023

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I am very pleased to inform you that President Jones has authorized the continuation of the additional paid holidays for the 2023-24 fiscal year. The decision to authorize additional days takes into account the day of week upon which the holidays fall; coordination with the academic calendar; and energy savings to the college. We hope that each of you will enjoy the opportunity for the additional downtime to refresh and spend time with family and friends during the coming year.

The college will be observing the following holidays during the 2023-24 fiscal year. Weekend days are noted for staff regularly scheduled to work on Saturday and/or Sunday.

|                               |  |
|-------------------------------|--|
| Tuesday, July 4, 2023         | Independence Day   |
| Wednesday, November 22, 2023* | Additional Paid Closing Day*   |
| Thursday, November 23, 2023   | Thanksgiving Day   |
| Friday, November 24, 2023     | Friday after Thanksgiving Day  |
| Wednesday, December 20, 2023* | Additional Paid Closing Day*   |
| Thursday, December 21, 2023*  | Additional Paid Closing Day*   |
| Friday, December 22, 2023*    | Additional Paid Closing Day*   |
| Saturday, December 23, 2023*  | Additional Paid Closing Day*   |
| Sunday, December 24, 2023*    | Additional Paid Closing Day*   |
| Monday, December 25, 2023     | Christmas Day  |
| Tuesday, December 26, 2023    | Day after Christmas Day  |
| Wednesday, December 27, 2023  | Additional Holiday   |
| Thursday, December 28, 2023   | Additional Holiday   |
| Friday, December 29, 2023     | Additional Holiday   |
| Saturday, December 30, 2023   | Additional Holiday   |
| Sunday, December 31, 2023     | Additional Holiday   |
| Monday, January 1, 2024       | New Year's Day   |
| Tuesday, January 2, 2024*     | Additional Paid Closing Day*   |
| Wednesday, January 3, 2024*   | Additional Paid Closing Day*   |
| Friday, May 24, 2024*         | Additional Paid Closing Day* (biennial maintenance)                            |
| Monday, May 27, 2024          | Memorial Day   |
| Wednesday, June 19, 2024      | Juneteenth   |
| Three Floating Holidays       | Must be arranged with departmental supervisor; prorated based on date of hire. |

Minimal staffing during holidays may be required in certain departments. Supervisors may also require employees to work hours other than those normally scheduled. Nonexempt employees who are required to work on a college holiday, will be paid in accordance with the holiday pay policy in the Employee Handbook.

Non-exempt employees who are required to work on the additional paid closing days\* will receive double time for any hours worked.

*Please note that all departments will be open on Labor Day, Monday, September 4, 2023.*