



**WEST VIRGINIA STATE
UNIVERSITY**

To: All Staff and Twelve-Month Faculty
 From: Kristi Williams, Interim Vice President for Business & Finance
 Date: February 5, 2020
 Subject: **REVISED Holiday Schedule for Fiscal Year FY'20 (July 1, 2019 – June 30, 2020)**

In accordance with West Virginia Code 2-2-1, Higher Educational Policy Commission Series 14, Sec 3-3.1, and the Board of Governor Policy #7, the below holidays are established. As the University remains true to our educational commitments, holidays such as President's Day, West Virginia Day, Columbus Day, Veteran's Day, Lincoln's Day, and such are not observed with university closure during the academic year. However, the President has established five days as Administrative Holidays, which will be observed by employees as designated. In accordance with WVHEPC Series 14, Section 3.2, should the Governor grant additional holiday time off on days that are already included in the WVSU schedule, the President will determine the additional holiday observation in accordance to policy. Series 14, Section 4.1 provides for one-half day preceding each Christmas Day and New Year's Day when Christmas or New Year's falls on Tuesday, Wednesday, Thursday, or Friday.

Thursday, July 04, 2019	Independence Day
Monday, September 02, 2019	Labor Day
Wednesday, November 27, 2019	Administrative Holiday (Designation: Columbus Day)
Thursday, November 28, 2019	Thanksgiving Day
Friday, November 29, 2019	Administrative Holiday (Designation: Veteran's Day)
Tuesday, December 24, 2019	Christmas Eve 1/2 Day
Tuesday, December 24, 2019	1/2 Administrative Holiday (Designation: Lincoln's Day)
Wednesday, December 25, 2019	Christmas Day
Thursday, December 26, 2019	Administrative Holiday (Designation: President's Day)
Friday, December 27, 2019	Administrative Holiday (Designation: WV Day)
Monday, December 30, 2019	Administrative Holiday (Designation: Primary Election Day)
Tuesday, December 31, 2019	New Year's Eve 1/2 Day
Tuesday, December 31, 2019	1/2 Administrative Holiday (Designation: Lincoln's Day)
Wednesday, January 01, 2020	New Year's Day
Monday, January 20, 2020	Martin Luther King, Jr. Day
Friday, May 22, 2020	1/2 Day (Governor's Proclamation)
Monday, May 25, 2020	Memorial Day

WVSU Campus will be closed on the days below. Annual leave, compensatory time, or deduction in pay may be utilized during days of university closures - total of three (3) days. An employee must be in pay status their scheduled workday before and following the holiday to receive holiday pay.

Monday, November 25, 2019	University closed
Tuesday, November 26, 2019	University closed
Monday, December 23, 2019	University closed

WVSU Campus closes at the end of the business day on Friday, November 22, 2019 at 5:00 PM and reopens Monday, December 2, 2019.

WVSU Campus closes at the end of the business day on Friday, December 20, 2019 at 5:00 PM and reopens on Thursday, January 2, 2020.

Contact Human Resources with questions.