

2024/2025 Holiday Schedule

Official University- Paid Holidays

| HOLIDAY | DATE (S) |
|------------------|--|
| Independence Day | Thursday, July 4, 2024 Friday, July 5, 2024 |
| Labor Day | Monday, September 2, 2024 |
| Thanksgiving | Wednesday, November 27, 2024 thru Friday, November 29, 2024 |
| Christmas | Monday, December 23, 2024 thru Tuesday, December 31, 2024 |
| New Year's Day | Wednesday, January 1, 2025 thru Friday, January 3, 2025 |
| Good Friday | Friday, April 18, 2025 |
| Easter | Sunday, April 20, 2025 |
| Memorial Day | Monday, May 26, 2025 |
| Juneteenth Day | Thursday, June 19, 2025 |

Valparaiso University generally recognizes nine holidays: Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, Easter, Memorial Day, and Juneteenth. If Juneteenth, Independence Day, Christmas, or New Year's Day occurs on a Saturday or Sunday, the University will not treat these holidays as scheduled paid holidays. Because Easter falls on a Sunday, it is not a paid holiday unless worked. In relation to some of these holidays, the University may augment the holiday with additional holiday days as declared annually.

Regular and limited full-time employees and regular part-time employees are eligible for paid holidays including additional holiday days in most cases. Eligible employees will be paid in holiday pay for the hours the employee was scheduled to work on the holiday, not to exceed 40 hours in a week of holiday pay for all recognized holidays. Since the vast majority of employees are not scheduled to work on Easter, most employees do not receive holiday pay for Easter. Holidays are paid at the employee's regular wage or pay rate and do not count as work hours in calculating overtime. Employees will receive holiday pay for regularly scheduled work hours lost due to the holiday, up to a maximum of 8 hours per day. If the holiday or any day or portion of a day which is part of the scheduled holiday occurs on a day or at a time when the employee is not regularly scheduled to work, the employee does not receive holiday pay for that time.

For more information please review Section 5.4.8 of [the Staff Employee Handbook](#).

