



MEMORANDUM

To: Faculty, Staff, Students
From: Janet P. Broiles, Chief of Staff
Date: June 25, 2024

2024-2025 Holiday Schedule

July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 28, 2024	Thanksgiving Day
November 29, 2024*	Thanksgiving Holiday
December 23, 2024	Charged to annual leave
December 24, 2024	Christmas Eve Observed
December 25, 2024	Christmas Day Observed
December 26, 2024	In lieu of Veteran's Day
December 27, 2024	In lieu of Employee's Birthday
December 30, 2024	Charged to annual leave
December 31, 2024	Charged to annual leave
January 1, 2025	New Year's Day Observed
January 2, 2025	Charged to annual leave
January 3, 2025	Charged to annual leave
January 20, 2025	Dr. Martin Luther King's Birthday
March 21, 2025	Friday of Spring break, in lieu of Presidents' Day/Daisy Gatson Bates' Day
May 26, 2025	Memorial Day

*If declared by the Governor

When a holiday (except December 25) falls on a Saturday, the preceding Friday is observed; when December 25 falls on a Saturday, the following Monday is observed. When a holiday (except December 24) falls on a Sunday, the following Monday is observed.

All regular salaried and non-student extra-help employees are eligible to receive holiday pay provided they are in paid status the last scheduled workday before the holiday and the first scheduled workday after the holiday, in accordance with Arkansas Code Ann. §1-5-104.

Employees who work less than full-time may take the holiday at a rate proportionately equal to their time worked. For example, if an employee works half-time, a holiday would be granted equivalent to four (4) hours.