

## MCAD 2020 HOLIDAY SCHEDULE

All regular full-time and part-time staff are currently eligible for thirteen (13) paid holidays and up to two (2) personal holidays. Non-exempt part-time employees will be paid for holidays and personal holidays according to their prorated scheduled hours. Exempt part-time employees will be paid based upon the number of forecast hours per pay period that they are scheduled to work. Temporary employees are not eligible for holiday or personal holiday pay. Please see the MCAD Staff Handbook for more information.

New Year's Day	.....1 day.....	Wednesday, January 1
Martin Luther King Day	.....1 day.....	Monday, January 20
Memorial Day	.....1 day.....	Monday, May 25
Independence Day (observed)	.....1 day.....	Friday, July 3rd
Labor Day	.....1 day.....	Monday, September 7
Thanksgiving	.....2 days.....	Thursday, November 26 & Friday, November 27
Winter Break	.....6 days.....	Thursday – Friday, December 24 -25 Monday-Thursday, December 28-31
Personal Holidays	.....2 days.....	Dates determined by you and your supervisor*
<b>2020 TOTAL</b>	<b>.....15 days.....</b>	

\*Two personal holidays (2 days of your choosing, with your supervisor's approval) must be used during the calendar year, or they will be forfeited if not taken. Employees hired July 1 or after are entitled to one personal holiday for the current calendar year (see Staff Handbook).