

# MINNEAPOLIS COLLEGE of ART and DESIGN

## 2023 MCAD EMPLOYEE HOLIDAY SCHEDULE

All regular full-time and part-time benefits eligible staff are currently eligible for fourteen (14) paid holidays and up to two (2) personal holidays. Schedule and more information below:

New Year's Day (observed)	.....1 day.....	Monday, January 2
Martin Luther King Day	.....1 day.....	Monday, January 16
Memorial Day	.....1 day.....	Monday, May 29
Juneteenth (observed)	.....1 day.....	Monday, June 19
Independence Day	.....1 day.....	Tuesday, July 4
Labor Day	.....1 day.....	Monday, September 4
Thanksgiving	.....2 days.....	Thursday, November 23 Friday, November 24
Winter Break	.....6 days.....	Friday, December 22 - Friday, December 29
Personal Holidays	.....2 days.....	Dates determined by you and your supervisor*
<b>2022 TOTAL</b>	<b>.....16 days.....</b>	

Exempt part-time employees will be paid based upon the number of forecast hours per pay period that they are scheduled to work. Non-exempt part-time benefits eligible staff employees will be paid for holidays and personal holidays according to their prorated scheduled hours. 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. When a regularly scheduled pay date falls on a holiday, MCAD payroll will defer to the observed bank holiday should that differ from the MCAD observed holiday. Temporary employees are not eligible for holiday or personal holiday pay. Please see the MCAD Staff Handbook for more information.