

**TO:** UWG Faculty and Staff  
**FROM:** Christina Brogdon, Assistant Vice President of Human Resources  
**DATE:** January 22, 2020  
**SUBJECT:** HOLIDAY SCHEDULE–CALENDAR YEAR 2021

The University System of Georgia allows for twelve (12) official paid holidays per year. Some holidays are standardized by the Academic Calendar while others are “...observed in accordance with the rules and regulations set forth by the respective institutions”<sup>1</sup>. The approved holiday schedule for calendar year 2021 is as follows:

Holiday	Observance Date	Day
New Year’s Day	January 1	Friday
Martin Luther King, Jr. Day	January 18	Monday
Memorial Day	May 31	Monday
Independence Day	July 5	Monday
Labor Day	September 6	Monday
Thanksgiving	November 25	Thursday
Thanksgiving	November 26	Friday
Reduced Services Day*	December 23	Thursday
Christmas	December 24	Friday
Christmas	December 27	Monday
Winter Holiday	December 28	Tuesday
Winter Holiday	December 29	Wednesday
Winter Holiday	December 30	Thursday
Reduced Services Day*	December 31	Friday

**\*Reduced Services Schedule**

The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

**Faculty**

- 10-Month Faculty: Faculty members with a 10-month designation **do not** accrue annual leave hours and **will not** be required to take leave during the designated dates listed above.
- 12-Month Faculty: Faculty members with a 12-month designation **do** accrue annual leave hours and **are** required to take appropriate leave during the designated dates listed above.

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<sup>1</sup> [Board of Regents Policy Manual | University System of Georgia](http://www.usg.edu/policymanual/section8/C224/#p8.2.6_holidays)  
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