WSU Holidays

OVERVIEW
A holiday is a day when all University offices and departments on a WSU campus are closed except for certain essential service units.

The University provides ten holidays each fiscal year for classified staff, annual faculty, and annual administrative and professional employees.

STATUTORY HOLIDAYS
State law designates the following as legal holidays. (RCW 1.16.050)

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>November 11</td>
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<tr>
<td>Christmas</td>
<td>December 25</td>
</tr>
<tr>
<td>Dr. Martin Luther King, Jr.’s</td>
<td>Third Monday in January</td>
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<tr>
<td>Birthday</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Third Monday in February</td>
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<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
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<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Fourth Thursday in November</td>
</tr>
<tr>
<td>Native American Heritage Day</td>
<td>Fourth Friday in November</td>
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</tbody>
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Alternate Days
Sometimes a holiday is not observed on the statutory date, as in the following cases:

- Any holiday that falls on a Sunday is observed the following Monday.
- Any holiday that falls on a Saturday is observed the preceding Friday.
- WSU may designate an alternate date for a given holiday. Such days are called in-lieu days.

WSU SCHEDULE
See the Human Resource Services (HRS) Leave Policies and Programs website for the current WSU holiday schedule for specified University locations. Scroll down to “Holidays” at:
hrs.wsu.edu/employees/leave/

Collective bargaining unit employees refer to the applicable agreements for information regarding holiday schedules.

WSU Locations
The WSU holiday schedule is effective for the following campuses and units:
- WSU Pullman
- WSU Spokane
- WSU Tri Cities
WSU Holidays

WSU Locations (cont.)

- WSU Vancouver
- WSU Everett
- WSU Seattle
- WSU Global Campus
- WSU Mt. Vernon Research and Extension Station
- WSU Prosser Irrigated Agriculture Research and Extension Center
- WSU Puyallup Research and Extension Center
- WSU Vancouver Research and Extension Station
- WSU Wenatchee Tree Fruit Research and Extension Center
- USDA Yakima Agricultural Research Laboratory

ACADEMIC BREAKS

A break in the academic calendar, when classes are not taught is not considered a holiday unless the break coincides with a University holiday designated by HRS.

WSU expects employees with ongoing responsibilities to perform those duties during academic breaks. This includes Resident Instructional Staff.

DECEMBER HOLIDAY REDUCED OPERATIONS

Washington State University closes all nonessential business operations and associated buildings at all of the locations listed above during the period between the Christmas holidays and New Year's Day, which is generally the last week of December (December Holiday Reduced Operations). The University is open for essential operations only, during regular business hours, in accordance with RCW 42.04.060.

Employees remain responsible for complying with annual leave and other leave procedures outlined in BPPM 60.56 and 60.57.

To view the December Holiday Reduced Operations schedule, see the HRS website at:

hrs.wsu.edu/resources/december-holiday-reduced-operations