

MEMORANDUM

TO: President, Provost, Vice Presidents, Deans, Directors, and Department Heads
FROM: Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff
DATE: August 13, 2024
SUBJECT: Holiday Schedule – Thanksgiving and Winter Break

We are pleased to announce the 2024 Thanksgiving and Winter Break Holiday Schedule, approved by President McCullough as follows:

THANKSGIVING

FSU will be closed on Wednesday, November 27, 2024. Salaried employees (USPS, A&P, Executive Service, and Faculty) will receive an additional Fall Break Day on Wednesday, November 27, 2024. This is considered an extra holiday, and no annual leave usage is required. The University will reopen for business on Monday, December 2, 2024.

2024 Thanksgiving Holiday Schedule	
Tuesday, November 26, 2024	Normal Business Hours
Wednesday, November 27, 2024	Fall Break Holiday
Thursday, November 28, 2024	University Holiday
Friday, November 29, 2024	University Holiday
Monday, December 2, 2024	Normal Business Hours

WINTER BREAK

As outlined in the FSU holiday calendar, the Christmas holiday will be on Wednesday, December 25, 2024, and the New Year's holiday on Wednesday, January 1, 2025. Employees required to work on either or both holidays may earn straight-time compensatory leave.

Included in the annual calendar this year is an eight-day Winter Break. December 23, December 24, December 26, December 27, December 30, December 31, January 2, and January 3 are additional holidays, and no annual leave usage is required. The University will reopen for business on Monday, January 6, 2025.

The 2024 Winter Break and Holiday Schedule are as follows:

2024 Winter Break & Holiday Schedule	
Friday, December 20, 2024	Normal Business Hours
Monday, December 23, 2024	Winter Break Holiday
Tuesday, December 24, 2024	Winter Break Holiday
Wednesday, December 25, 2024	University Holiday
Thursday, December 26, 2024	Winter Break Holiday
Friday, December 27, 2024	Winter Break Holiday
Monday, December 30, 2024	Winter Break Holiday
Tuesday, December 31, 2024	Winter Break Holiday
Wednesday, January 1, 2025	University Holiday
Thursday, January 2, 2025	Winter Break Holiday
Friday, January 3, 2025	Winter Break Holiday
Monday, January 6, 2025	Normal Business Hours

Generally speaking, the University will be closed during these times. However, services that are essential to the University (as determined by department heads) must continue. Therefore, any employee (A&P, USPS, or 12-month Faculty) required by the department head to work during the Thanksgiving holiday and/or the Winter Break days may be eligible to earn compensatory leave.

Compensatory leave earned over the Thanksgiving holiday will be paid out in the first pay period in December unless retained or used before the last day of the pay period. Compensatory leave earned during the Winter Break days must be used by the end of the fiscal year. Unlike other compensatory leave, there will be no "cash-out" option. Employees will be required to use the time before June 30, 2025, or lose it.

The President's Fall and Winter Break holidays are considered benefits to current employees of the University. Therefore, employees receiving the benefits will be required to return to work following the conclusion of the breaks.

For employees represented by a union, the University will seek to reach an agreement with the unions to provide the additional holidays. If successful, an updated communication will be provided after we have reached agreement with the unions.

OPS employees required to work during these periods must have supervision and will only be paid for time worked. Therefore, they will not accrue compensatory time.

General questions regarding the break or Attendance and Leave concerns should be directed to Christine Conley at (850) 644-1978. Questions regarding the break for union-represented USPS employees should be directed to Tracey Pearson at (850) 644-3694. Questions regarding the break for union-represented Faculty employees should be directed to Rebecca Peterson at (850) 645-2202.

CC: Department Representatives