

# FINLANDIA

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## UNIVERSITY

### 2021 Holiday Schedule

The University will be closed on the following 2021 dates for holiday observances (13 days):

- Friday, April 2
  - *Good Friday*
- Monday, May 31
  - *Memorial Day*
- Friday, July 5
  - *Independence Day*
- Monday, September 6
  - *Labor Day*
- Thursday, November 25
  - *Thanksgiving Day*
- Friday, November 26
  - *Day After Thanksgiving*
- Thursday– Friday, December 23– 31
  - *Christmas/New Years 2021 Holiday Hiatus*
  - *Report back to work Monday, January 3, 2022*

All employees requesting time off should follow the normal request procedure with their respective supervisors. As some University departments are unable to close during the Holiday Break, employees in those areas will be able to schedule their time off at another time with supervisor's permission. Vacation time not used by the end of the calendar year, will be automatically rolled over (up to 24 hours).

Please direct questions about vacation balances to Human Resources at ext. 339.