

Designated Holiday Schedule

2015 UNIVERSITY HOLIDAYS

1. New Year's Day | Thursday, January 1, 2015
2. Martin Luther King, Jr. Day | Monday, January 19
3. Presidents' Day | Monday, February 16
4. Memorial Day | Monday, May 25
5. Independence Day observed | Friday, July 3
6. Labor Day | Monday, September 7
7. Thanksgiving Day | Thursday, November 26
8. Friday after Thanksgiving | November 27
9. Winter Holiday | Thursday, December 24;
10. Winter Holiday | Friday, December 25

Winter Closure*: Monday, December 21, 2015 through Friday, January 1, 2016.

Regular operations will resume on Monday, January 4, 2016.

Floating holiday: Date mutually agreed upon between employee and supervisor.

**Employees in operational units that observe winter closure will receive holiday pay for holidays that fall during the closure, and may use available PTO, floating holiday, accrued vacation, unpaid time off, or any combination of these, on the remaining closure days.*

Eligibility for Paid Holidays

You are eligible for paid holidays beginning on your first day of employment if you are normally scheduled to work 20 or more hours per week (50% or more of regular full-time employment, also known as FTE).

Floating Holiday

A floating holiday is available to all regular employees January 1st of the calendar year and can be taken at any time within that calendar year, with supervisory approval.

Holiday Pay Policy

For Stanford's policy on paid holidays, please refer to the [Administrative Guide Memo 2.1.13](#).

Note: Temporary and casual employees are not eligible for paid holidays or a floating holiday.