



EMPLOYEE HOLIDAY SCHEDULE

Salaried exempt employees are eligible for paid holidays. Hourly employees who work 20 or more hours per week and accrue vacation have compensation rates structured to include holiday pay and therefore are not eligible for separate paid holiday benefits. Employees in this category who wish to take time off on designated holidays must use accrued leave. Hourly employees who do not accrue vacation are not subject to this provision.

Independence Day 2026 - Juneteenth 2027

HOLIDAY	OFFICES CLOSED	PAID DAYS
INDEPENDENCE DAY	Saturday, July 4, 2026, observed by PUC on Monday, July 6, 2026	1
LABOR DAY	Monday, September 7, 2026	1
THANKSGIVING DAY	Thursday, November 26, 2026	1
CHRISTMAS	Friday, December 25, 2026	1
NEW YEAR'S DAY	Friday, January 1, 2027	1
MARTIN LUTHER KING JR. DAY	Monday, January 18, 2027	1
MEMORIAL DAY	Monday, May 31, 2027	1
FLOATING HOLIDAYS*	See below.	2
TOTAL PAID HOLIDAYS		9

*Floating Holidays

Employees may choose any two (2) of the following floating holidays. Offices will remain open on these days. Managers are responsible for ensuring adequate staffing and scheduling to maintain business operations.

- Employee Birthday
- Columbus Day – Monday, October 12, 2026
- Veterans Day – Wednesday, November 11, 2026
- Presidents Day – Monday, February 15, 2027
- Juneteenth – Saturday, June 19, 2027 (may be observed on Friday, June 18, 2027, or Monday, June 21, 2027)

Academic Year Closure Schedule

During the academic year, PUC offices will be closed during the periods listed below:

- 12:00 p.m. November 25 through November 27, 2026
- 12:00 p.m. December 24, 2026, through January 1, 2027

Employees who are required to work during these closure periods to provide essential services must obtain prior approval from their supervisor. Supervisors are required to notify HR of any approved exceptions. Time off during these closure periods that is not covered by a paid holiday will be charged to the employee's accrued leave bank.

- For salaried employees, HR will process the necessary leave adjustments unless otherwise notified by the employee's supervisor.
- Hourly employees must submit leave requests through JBDev.

Please contact Human Resources with any questions regarding this schedule. Thank you for your attention and cooperation.
PUC reserves the right to modify this schedule as business needs require. Employees will be notified of any changes.