



# NORTHWESTERN STATE

Office of Institutional Effectiveness and Human Resources

**TO:** Dr. Marcus Jones  
Interim President

**FROM:** Lisa Harris  
Director of Human Resources

**DATE:** September 28, 2021

**RE:** University Holidays and Closures 2022

Attached is the proposed holiday and closure schedule for 2022.

Your signature below indicates you have reviewed and agree with the presented schedule.

Once I have received your signed acknowledgement, the calendar will be shared with all employees as the official University Holiday and Closure Calendar for 2022.

Thank you.

  
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Dr. Marcus Jones, Interim President

DEDICATED TO ONE GOAL. **YOURS.**<sup>™</sup>

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<b>HOLIDAY/CLOSURE</b>	<b>DATE</b>	<b>Holiday NO Leave Charged</b>	<b>Closure Leave Charged</b>
University Holiday #1	Monday, January 17, 2022	X	
University Holiday #2	Monday, February 28, 2022	X	
University Holiday #3	Friday, April 15, 2022	X	
University Holiday #4	Monday, May 30, 2022	X	
University Holiday #5	Monday, June 20, 2022	X	
University Holiday #6	Monday, July 4, 2022	X	
University Holiday #7	Monday, September 5, 2022	X	
University Closure #1	Monday, November 21, 2022		X
University Closure #2	Tuesday, November 22, 2022		X
University Holiday #8	Wednesday, November 23, 2022	X	
University Holiday #9	Thursday, November 24, 2022	X	
University Holiday #10	Friday, November 25, 2022	X	
University Closure #3	Monday, December 19, 2022		X
University Closure #4	Tuesday, December 20, 2022		X
University Closure #5	Wednesday, December 21, 2022		X
University Closure #6	Thursday, December 22, 2022		X
University Closure #7	Friday, December 23, 2022		X
University Holiday #11	Monday, December 26, 2022	X	
University Closure #8	Tuesday, December 27, 2022		X
University Closure #9	Wednesday, December 28, 2022		X
University Closure #10	Thursday, December 29, 2022		X
University Holiday #12	Friday, December 30, 2022	X	
	<b>TOTAL</b>	<b>12</b>	<b>10</b>

**NOTE:** According to LA Revised Statute 1:55(F), each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of **fourteen** legal holidays per calendar year to be observed by all its employees.

**NOTE:** According to Civil Service Rule 17.10, agencies may require employees to take annual leave, not to exceed a maximum of **ten** per calendar year, when the efficiency of the agency operations dictates a temporary closure.