



# NORTHWESTERN STATE

Office of Institutional Effectiveness and Human Resources

To: Dr. Chris Maggio  
President

From: Veronica M. Biscoe *VMB*  
Executive Director

Date: October 1, 2019

Re: Calendar Year 2020 University Holidays & Closures

As per our meeting, the attached information was agreed upon by you and your Cabinet.

Your signature below indicates your agreement with the proposed 2020 University Holiday and Closure Schedule.

Once we receive your acknowledgement of the calendar, it will be shared with all Northwestern State University employees.

Thank you for your time.

---

Dr. Chris Maggio, President

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

Phone: 318-357-5875 | Fax: 318-357-5299 | 111 Caspari Hall | Natchitoches, LA 71497

<b>HOLIDAY</b>	<b>DATE</b>	<b>Holiday NO Leave Charged</b>	<b>Closure Leave Charged</b>
New Year's Day	Wednesday, January 1, 2020	X	
University Closure	Thursday, January 2, 2020		X
University Closure	Friday, January 3, 2020		X
MLK Day	Monday, January 20, 2020	X	
Mardi Gras Break	Monday, February 24, 2020	X	
Good Friday	Friday, April 10, 2020	X	
Memorial Day	Monday, May 25, 2020	X	
Independence Day	Friday, July 3, 2020	X	
Labor Day	Monday, September 7, 2020	X	
University Closure	Monday, November 23, 2020		X
University Closure	Tuesday, November 24, 2020		X
Observed as Election Day	Wednesday, November 25, 2020	X	
Thanksgiving Day	Thursday, November 26, 2020	X	
Acadian Day	Friday, November 27, 2020	X	
University Closure	Monday, December 21, 2020		X
University Closure	Tuesday, December 22, 2020		X
University Closure	Wednesday, December 23, 2020		X
Observed as Veteran's Day	Thursday, December 24, 2020	X	
Christmas Day	Friday, December 25, 2020	X	
University Closure	Monday, December 28, 2020		X
University Closure	Tuesday, December 29, 2020		X
University Closure	Wednesday, December 30, 2020		X
New Year's Eve	Thursday, December 31, 2020	X	
	<b>TOTAL</b>	<b>13</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 of 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.



# NORTHWESTERN STATE

Office of Institutional Effectiveness and Human Resources

## MEMORADUM

TO: ALL CLASSIFIED AND UNCLASSIFIED EMPLOYEES

FROM: MRS. LISA HARRIS  
DIRECTOR OF HUMAN RESOURCES

RE: HOLIDAY/UNIVERSITY CLOSURES  
2020 CALENDAR YEAR

DATE: OCTOBER 11, 2019

As per Louisiana Revised Statute 1:55(F) each year the University establishes a schedule for observing holidays and other planned closures. This schedule is provided to assist Budget Unit Heads and employees in planning holidays, vacations, and work assignments. The schedule for the 2020 calendar year is as follows:

**NEW YEARS:** Wednesday, January 1, 2020 will be observed as a holiday. The University will be closed Thursday, January 2nd and Friday, January 3rd. **THE UNIVERSITY WILL RE-OPEN ON MONDAY, JANUARY 6, 2020.** Employees will be required to use annual and/or compensatory leave to cover those days. For those employees who do not have enough annual and/or compensatory leave or for those who do not earn leave, leave without pay *must* be taken. Departments with essential services will be expected to operate as needed.

**MARTIN LUTHER KING DAY:** Monday, January 20, 2020 will be observed as a holiday. The University will be closed, and classes dismissed. Departments with essential services will be expected to operate as needed.

**MARDI GRAS BREAK:** Monday, February 24, 2020 will be observed as a holiday. The University will be closed, and classes dismissed. Departments with essential services will be expected to operate as needed.

**GOOD FRIDAY:** Friday, April 10, 2020 will be observed as a holiday. The University will be closed, and classes are dismissed. Departments with essential services will be expected to operate as needed.

**MEMORIAL DAY:** Monday, May 25, 2020 will be observed as a holiday. The University will be closed, and classes are dismissed. Departments with essential services will be expected to operate as needed.

DEDICATED TO ONE GOAL. **YOURS.™**



# NORTHWESTERN STATE

*Office of Institutional Effectiveness and Human Resources*

**INDEPENDENCE DAY:** Friday, July 3, 2020 will be observed as a holiday. The University will be closed, and classes are dismissed. Departments with essential services will be expected to operate as needed.

**LABOR DAY:** Monday, September 7, 2020 will be observed as a holiday. The University will be closed, and classes are dismissed. Departments with essential services will be expected to operate as needed.

**VETERAN'S DAY:** This holiday will be observed during "Christmas" closure.

**\*THANKSGIVING:** The University will be closed Monday, November 23, 2020 through Friday November 27, 2020. Wednesday, November 25, Thursday, November 26 and Friday, November 27 are observed as holidays and leave is not required. Employees will be required to use annual and/or compensatory leave for Monday, November 23 and Tuesday, November 24. For those employees who do not have enough annual and/or compensatory leave and for those employees who do not earn leave, leave without pay must be taken. Departments with essential services will be expected to operate as needed. The University will re-open for normal operation on Monday, November 30, 2020.

**\*CHRISTMAS:** The University will be closed from Monday, December 21, 2020 through Thursday, December 31, 2020. Thursday, December 24 is observed as the "Veteran's Day" holiday. Friday, December 25, 2020 is observed as the "Christmas" holiday. Thursday, December 31, 2020 is observed as the "New Year's Eve" holiday. Leave is not required for those three (3) days. For those days not observed as holidays, December 21, 22, 23, 28, 29 and 30, employees will have to use earned annual and/or compensatory leave, and those employees who do not have enough accrued leave or who do not earn leave, leave without pay must be taken. Departments with essential services will be expected to operate as needed.

**ALEXANDRIA, FORT POLK, AND SHREVEPORT FACILITIES WILL OBSERVE THE SAME HOLIDAYS AND CLOSURES.**

**(\*) UNIVERSITY POLICE, POWER PLANT, AND OTHER ESSENTIAL SERVICES WILL MAINTAIN OPERATION DURING THESE PERIODS.**

DEDICATED TO ONE GOAL. **YOURS.**