**R04.06.141. Holidays**

A. Paid Holidays

The following paid holidays are observed by the University of Alaska:

1. New Year's Day

2. An additional day before or after January 1, as specified by the president

3. Martin Luther King Jr. Day in Celebration of Alaska Civil Rights (third Monday in January)

4. Memorial Day

5. Independence Day

6. An additional day before or after July 4, as specified by the president

7. Labor Day

8. Thanksgiving Day

9. The day immediately following Thanksgiving Day

10. Christmas Day

11. An additional day before or after December 25, as specified by the president

12. Chancellor’s Day. Prior to each academic year, each chancellor shall select a day that has been designated as a non-class day on the common calendar as a paid holiday for his/her campuses.

B. Observance of Weekend Holidays

Holidays that fall on Saturday or Sunday will be observed on the closest weekday.

C. Holiday Closure

Annually, the president will specify days to be observed as holiday closure before and/or after the scheduled Christmas and New Year holidays. Employees may take leave without pay or appropriate paid leave during holiday closure.

D. Personal Holiday for Regular Nonexempt Staff

The personal holiday for regular nonexempt staff may be taken only after satisfactory completion of the 6-month probationary period and is granted in proportion to full-time equivalency of the employee.

Personal holidays do not accrue from year to year and, therefore, must be taken during the fiscal year in which earned and must be approved in advance by the appropriate supervisor. Personal holidays may not be taken during the pay period which includes July 1st .