TO: LHU AFSCME, SCUPA, and Management Employees

FROM: Deana L. Hill, Associate Vice President of Human Resources

DATE: November 25, 2019

RE: 2020 Holiday Schedule

Listed below are the 2020 holidays recognized by the Commonwealth of Pennsylvania and the Pennsylvania State System of Higher Education. The University will be closed on the days listed below in observance of the holidays noted.

**HOLIDAY** | **WILL BE OBSERVED (and the University will be closed) ON:**
---|---
New Year’s Day (2020) | Wednesday, January 1, 2020
Martin Luther King Jr. Day | Monday, January 20, 2020
President’s Day (2/17/20) | Tuesday, December 29, 2020
Memorial Day | Monday, May 25, 2020
Independence Day | Friday, July 3, 2020
Labor Day | Monday, September 7, 2020
Columbus Day (10/12/20) | Wednesday, December 30, 2020
Veteran’s Day (11/11/20) | Thursday, December 31, 2020
Thanksgiving Day | Thursday, November 26, 2020
Day After Thanksgiving** | Friday, November 27, 2020
Christmas Day | Friday, December 25, 2020
***New Year’s Day (2021) | Friday, January 1, 2021

** Personal, Annual, or Compensatory Leave must be scheduled (ONLY pertains to SCUPA & Management Employees)
***For 2021

The University will be open December 28, 2020. However, liberal leave will be in effect for this day and employees are encouraged to schedule an annual, personal, or compensatory leave for this day. It is anticipated that most buildings will be unoccupied on this date. **Therefore, the names of employees who will be working December 28, 2020 should be forwarded to me, through the employee’s supervisor, not later than December 4, 2020 in order to alert Public Safety.**

The Christmas – New Year’s schedule will be as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, December 25, 2020</td>
<td>Christmas Day Observed (Closed)</td>
</tr>
<tr>
<td>Monday, December 28, 2020</td>
<td>Liberal Leave is encouraged</td>
</tr>
<tr>
<td>Tuesday, December 29, 2020</td>
<td>Presidents’ Day Observed (Closed)</td>
</tr>
<tr>
<td>Wednesday, December 30, 2020</td>
<td>Columbus Day Observed (Closed)</td>
</tr>
<tr>
<td>Thursday, December 31, 2020</td>
<td>Veterans’ Day Observed (Closed)</td>
</tr>
<tr>
<td>Friday, January 1, 2021</td>
<td>New Year’s Day 2021 Observed (Closed)</td>
</tr>
</tbody>
</table>