



## MEMORADUM

TO: ALL EMPLOYEES

FROM: MS. RUTH CHATMAN  
HUMAN RESOURCES DIRECTOR

APPROVED DR. MARCUS JONES  
By: PRESIDENT

RE: UNIVERSITY HOLIDAYS & CLOSURES  
CALENDAR YEAR 2024

DATE: October 10, 2023 (2nd revision May 20, 2024;  
*Revised* November 28, 2023)

The **2024 University Holiday and Closure** calendar is attached.

Employees will be required to use annual and/or compensatory leave for any closure listed. 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.

Please remember, an employee ***must*** be on paid leave status before and after a holiday to receive the holiday pay.

**THE ALEXANDRIA, LEESVILLE, AND SHREVEPORT CAMPUSES WILL OBSERVE THE SAME HOLIDAYS AND CLOSURES. DEPARTMENTS WITH ESSENTIAL SERVICES WILL BE EXPECTED TO OPERATE AS NEEDED.**

<b>HOLIDAY/CLOSURE</b>	<b>DATE</b>	<b>Holiday NO Leave Charged</b>	<b>Closure Leave Charged</b>
University Holiday #1	Monday, January 1, 2024	X	
University Holiday #2	Tuesday, January 2, 2024	X	
University Holiday #3	Monday, January 15, 2024	X	
University Holiday #4	Monday, February 12, 2024	X	
University Closure #1	Tuesday, February 13, 2024		X
University Holiday #5	Friday, March 29, 2024	X	
University Holiday #6	Monday, May 27, 2024	X	
University Holiday #7	Friday, June 14, 2024	X	
University Holiday #8	Thursday, July 4, 2024	X	
University Holiday #9	Monday, September 2, 2024	X	
University Closure #2	Monday, November 25, 2024		X
University Closure #3	Tuesday, November 26, 2024		X
University Holiday#10	Wednesday, November 27, 2024	X	
University Holiday #11	Thursday, November 28, 2024	X	
University Holiday #12	Friday, November 29, 2024	X	
University Closure #4	Monday, December 23, 2024		X
University Holiday #13	Tuesday, December 24, 2024	X	
University Holiday #14	Wednesday, December 25, 2024	X	
University Closure #5	Thursday, December 26, 2024		X
University Closure #6	Friday, December 27, 2024		X
University Closure #7	Monday, December 30, 2024		X
University Closure #8	Tuesday, December 31, 2024		X
	<b>TOTAL</b>	<b>14</b>	<b>8</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 (14)** 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 (10)** per calendar year, when the efficiency of the agency operations dictates a temporary closure.