



NORTHWESTERN STATE

Office of Institutional Effectiveness and Human Resources

MEMORANDUM

TO: ALL EMPLOYEES

FROM: MS. RUTH CHATMAN
HUMAN RESOURCES DIRECTOR

APPROVED BY: DR. MARCUS JONES
PRESIDENT

RE: UNIVERSITY HOLIDAYS AND CLOSURES
CALENDAR YEAR 2024

DATE: October 10, 2023
(Revisions 11/28/23, 5/20/24 & 6/27/24)

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.

DEDICATED TO ONE GOAL. **YOURS.™**

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HOLIDAY/CLOSURE	DATE	Holiday NO Leave Charged	Closure Leave Charged
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 Closure #2	Friday, July 5, 2024		X
University Holiday #9	Monday, September 2, 2024	X	
University Closure #3	Monday, November 25, 2024		X
University Closure #4	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 #5	Monday, December 23, 2024		X
University Holiday #13	Tuesday, December 24, 2024	X	
University Holiday #14	Wednesday, December 25, 2024	X	
University Closure #6	Thursday, December 26, 2024		X
University Closure #7	Friday, December 27, 2024		X
University Closure #8	Monday, December 30, 2024		X
University Closure #9	Tuesday, December 31, 2024		X
	TOTAL	14	9

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.