




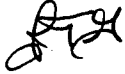
NORTHWESTERN STATE

Office of Institutional Effectiveness and Human Resources

MEMORANDUM

TO: ALL EMPLOYEES

FROM: RUTH CHATMAN 
HUMAN RESOURCES DIRECTOR

APPROVED BY: JAMES GENOVESE 
PRESIDENT

RE: UNIVERSITY HOLIDAYS AND CLOSURES
CALENDAR 2025

DATE: October 7, 2024

The **2025 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 in a paid leave status before and after a holiday day 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.**™

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

HOLIDAY/CLOSURE	DATE	Holiday NO Leave Charged	Closure Leave Charged
University Holiday #1	Wednesday, January 1, 2025	X	
University Closure #1	Thursday, January 2, 2025		X
University Closure #2	Friday, January 3, 2025		X
University Holiday #2	Monday, January 20, 2025	X	
University Holiday #3	Monday, March 3, 2025	X	
University Closure #3	Tuesday, March 4, 2025		X
University Holiday #4	Friday, April 18, 2025	X	
University Holiday #5	Monday, May 26, 2025	X	
University Holiday #6	Friday, June 20, 2025	X	
University Holiday #7	Friday, July 4, 2025	X	
University Holiday #8	Monday, September 1, 2025	X	
University Closure #4	Monday, November 24, 2025		X
University Closure #5	Tuesday, November 25, 2025		X
University Holiday #9	Wednesday, November 26, 2025	X	
University Holiday #10	Thursday, November 27, 2025	X	
University Holiday #11	Friday, November 28, 2025	X	
University Closure #6	Monday, December 22, 2025		X
University Closure #7	Tuesday, December 23, 2025		X
University Holiday #12	Wednesday, December 24, 2025	X	
University Holiday #13	Thursday, December 25, 2025	X	
University Closure #8	Friday, December 26, 2025		X
University Closure #9	Monday, December 29, 2025		X
University Closure #10	Tuesday, December 30, 2025		X
University Holiday #14	Wednesday, December 31, 2025	X	
	TOTAL	14	10

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.