



NORTHWESTERN STATE

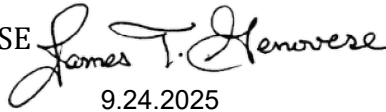
Office of Institutional Effectiveness and Human Resources

MEMORANDUM

TO: ALL EMPLOYEES

FROM: RUTH CHATMAN
HUMAN RESOURCES DIRECTOR

APPROVED BY: JAMES GENOVESE
PRESIDENT


9.24.2025

RE: UNIVERSITY HOLIDAYS AND CLOSURES
CALENDAR 2026

DATE: September 17, 2025

The **2026 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	<u>Holiday</u> NO Leave Charged	<u>Closure</u> Leave Charged
University Holiday #1	Thursday, January 1, 2026	X	
University Closure #1	Friday, January 2, 2026		X
University Holiday #2	Monday, January 19, 2026	X	
University Holiday #3	Monday, February 16, 2026	X	
University Closure #2	Tuesday, February 17, 2026		X
University Holiday #4	Friday, April 3, 2026	X	
University Holiday #5	Monday, May 25, 2026	X	
University Holiday #6	Friday, June 19, 2026	X	
University Holiday #7	Friday, July 3, 2026	X	
University Holiday #8	Monday, September 7, 2026	X	
University Closure #3	Monday, November 23, 2026		X
University Closure #4	Tuesday, November 24, 2026		X
University Holiday #9	Wednesday, November 25, 2026	X	
University Holiday #10	Thursday, November 26, 2026	X	
University Holiday #11	Friday, November 27, 2026	X	
University Closure #5	Monday, December 21, 2026		X
University Closure #6	Tuesday, December 22, 2026		X
University Closure #7	Wednesday, December 23, 2026		X
University Holiday #12	Thursday, December 24, 2026	X	
University Holiday #13	Friday, December 25, 2026	X	
University Closure #8	Monday, December 28, 2026		X
University Closure #9	Tuesday, December 29, 2026		X
University Closure #10	Wednesday, December 30, 2026		X
University Holiday #14	Thursday, December 31, 2026	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.