



The Holidays for 2024 are:

2024 Paid Holiday	Date Earned	Date Observed
New Year's Day	Monday, January 1, 2024	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024	Monday, January 15, 2024
Presidents' Day*	Monday, February 19, 2024	Wednesday, November 27, 2024
Memorial Day	Monday, May 27, 2024	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024	Monday, September 2, 2024
Columbus Day*	Monday, October 14, 2024	Monday, December 23, 2024
Election Day*	Tuesday, November 5, 2024	Tuesday, December 24, 2024
Veterans Day (observed)*	Monday, November 11, 2024	Thursday, December 26, 2024
Thanksgiving Day	Thursday, November 28, 2024	Thursday, November 28, 2024
Native American Heritage Day	Friday, November 29, 2024	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024	Wednesday, December 25, 2024
Holiday	Friday, December 27, 2024	Friday, December 27, 2024
Holiday	Monday, December 30, 2024	Monday, December 30, 2024
Holiday	Tuesday, December 31, 2024	Tuesday, December 31, 2024
2025 Holiday	Date Earned	Date Observed
New Year's Day	Wednesday, January 1, 2025	Wednesday, January 1, 2025

* Holiday is designated to be taken at a later date than the date earned.

Holiday Leave:

Eligible **PIN** and **Contingent II** employees earn 15 (16 in an election year) paid holidays per calendar year. Eligible **PIN** employees accrue leave on a **calendar-year** basis; Eligible **Contingent II** employees accrue leave on a **fiscal-year** basis.

For **PIN** employees: All unused holiday leave hours must be taken by **January 7, 2025**.

For **Contingent II** employees: *All unused holiday leave hours must be taken by **July 11, 2024**.

Annual Leave:

Eligible **PIN staff** employees may carry over a maximum of 60 days or 480 hours into the new calendar year. Any unused annual leave hours over 480 will be forfeited. The leave accrual process for **January 8, 2025** will reduce the balance to 480 hours.

Eligible **PIN 12-month faculty** may carry over a maximum of 50 days or 400 hours into the new calendar year. Any unused annual leave hours over 400 will be forfeited. The leave accrual process for **January 8, 2025** will reduce the balance to 400 hours.

Eligible **Contingent II** employees may carryover a maximum of 50 days or 400 hours; this amount is prorated for part-time employees. Any unused annual leave hours will be forfeited. The leave accrual process for **July 11, 2024** will reduce the balance to 400 hours.

Personal Leave:

Eligible **PIN** employees may not carry a personal leave balance into the new calendar year; any remaining balance will be forfeited if not taken **by January 7, 2025**. The accrual process for 2025 will occur at the beginning of the pay period that includes January 1, 2025. Unused 2024 hours will be removed on January 8, 2025.

Eligible **Contingent II** employees may not carry a personal leave balance into the new fiscal year; any remaining balance will be forfeited if not taken **by July 11, 2024**. The leave accrual process for the following year will remove any unused balance and insert the appropriate personal leave hours for the next fiscal year.