



The Holidays for 2025 are:

2025 Paid Holiday	Date Earned	Date Observed
New Year's Day	Wednesday, January 1, 2025	Wednesday, January 1, 2025
Martin Luther King Jr Day	Monday, January 20, 2025	Monday, January 20, 2025
Presidents' Day*	Monday, February 17, 2025	<b>Wednesday, November 26, 2025</b>
Memorial Day	Monday, May 26, 2025	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025	Monday, September 1, 2025
Columbus Day*	Monday, October 13, 2025	<b>Monday, December 29, 2025</b>
Veterans Day*	Tuesday, November 11, 2025	<b>Tuesday, December 30, 2025</b>
Thanksgiving Day	Thursday, November 27, 2025	Thursday, November 27, 2025
Native American Heritage Day	Friday, November 28, 2025	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025	Thursday, December 25, 2025
Holiday	Wednesday, December 24, 2025	Wednesday, December 24, 2025
Holiday	Friday, December 26, 2025	Friday, December 26, 2025
Holiday	Wednesday, December 31, 2025	Wednesday, December 31, 2025
2026 Holiday	Date Earned	Date Observed
New Year's Day	Thursday, January 1, 2026	Thursday, January 1, 2026

\* 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 6, 2026**.

For **Contingent II** employees: \*All unused holiday leave hours must be taken by **July 1, 2025**.

**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 7, 2026** 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 7, 2026** 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 1, 2025** will reduce the balance to 400 hours.

Eligible **12-month FTNTT 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 **July 1, 2025** 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 6, 2026**. The accrual process for 2025 will occur at the beginning of the pay period that includes January 1, 2026. Unused 2025 hours will be removed on January 7, 2026.

Eligible **Contingent II employees & 12-month FTNTT faculty** may not carry a personal leave balance into the new fiscal year; any remaining balance will be forfeited if not taken **by July 1, 2025**. 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.