




MEMORANDUM

TO: Rensselaer Faculty and Staff

FROM: Curtis N. Powell, M.S., SPHR, SHRM-SCP 
Vice President for Human Resources

DATE: February 19, 2019

RE: Holiday Schedule & Holiday Winter Break Paid Time Off Days - Fiscal Year 2020

Rensselaer offers ten (10) employee holidays per fiscal year (7/1/2019 - 6/30/2020). The Holiday Schedule and Holiday Winter Break Paid Time Off (PTO) Days are as follows:

<u>HOLIDAY/WINTER BREAK</u>	<u>OBSERVATION DATE</u>	<u>DAY OF WEEK</u>
Independence Day	July 4, 2019	Thursday
Labor Day	September 2, 2019	Monday
Thanksgiving Day	November 28, 2019	Thursday
Day after Thanksgiving Day	November 29, 2019	Friday
Holiday Winter Break PTO Day	December 23, 2019	Monday
Christmas Eve Holiday	December 24, 2019	Tuesday
Christmas Holiday	December 25, 2019	Wednesday
Holiday Winter Break PTO Day	December 26, 2019	Thursday
Holiday Winter Break PTO Day	December 27, 2019	Friday
Holiday Winter Break PTO Day	December 30, 2019	Monday
Holiday Winter Break PTO Day	December 31, 2019	Tuesday
New Year's Holiday	January 1, 2020	Wednesday
Martin Luther King, Jr.	January 20, 2020	Monday
President's Day	February 17, 2020	Monday
Memorial Day	May 25, 2020	Monday

The Institute will be closed during the Holiday Winter Break from Saturday, December 21, 2019 through Wednesday, January 1, 2020. Staff will use 5 accrued PTO days during this 12 day campus closing.