

**2021-2022 Holiday Schedule**

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| **Holiday** | **Date Observed** |
|  Independence Day |  \*Monday, July 5, 2021 |
|  Labor Day |  Monday, September 6, 2021 |
|  Thanksgiving |  Thursday-Friday November 25-26, 2021 |
|  Winter Break | \*Thursday, December 23, 2021 |
|  Christmas Day (Observed) |  Friday, December 24  |
|  Winter Break |  \* Monday, December 27 through  \* Monday, January 3, 2022 |
|  New Year’s Day (Observed)  |  Friday, December 31, 2021 |
|  Martin Luther King, Jr Birthday |  Monday, January 17, 2022 |
|  Easter |  Monday, April 18, 2022 |
|  Memorial Day |  \*Monday, May 30, 2022 |

\* All full-time employees will be required to use **2 hours of leave** during the month of July and May to make up the two hours of holiday leave. During the summer session, college employees work 10 hours per day. Paid Holidays are based on 8 hours.

\* Roanoke-Chowan Community College has received the Board of Trustees approval for the College to be closed for the Winter Break beginning on Thursday, December 23 until Monday, January 3, 2022. The College will re-open on Tuesday, January 4, 2022.

\* Full-time employees have been granted 3 paid holidays on Thursday, December 23, Monday, December 27, and Tuesday, December 28, 2021.

\* All full-time employees will be required to use **24 hours of leave** (Wednesday, December 29 – Thursday, December 30, and January 3, 2022) to satisfy for the entire paid leave during Winter Break.

\* Any employee that will not have accrued 24 Annual Leave hours, may receive Advanced Leave at the discretion and approval of the President.