# 2021-2022 Holiday Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 18, 2021</td>
<td>Holiday</td>
</tr>
<tr>
<td>Monday</td>
<td>July 5, 2021</td>
<td>Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 6, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Wednesday</td>
<td>July 7, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Thursday</td>
<td>July 8, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Friday</td>
<td>July 9, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Monday</td>
<td>September 6, 2021</td>
<td>Holiday</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 25, 2021</td>
<td>Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>November 26, 2021</td>
<td>Holiday</td>
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<tr>
<td>Monday</td>
<td>December 20, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 21, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Wednesday</td>
<td>December 22, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 23, 2021</td>
<td>Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>December 24, 2021</td>
<td>Holiday</td>
</tr>
<tr>
<td>Monday</td>
<td>December 27, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Tuesday</td>
<td>December 28, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Wednesday</td>
<td>December 29, 2021</td>
<td>Closure Day*</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 30, 2021</td>
<td>Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>December 31, 2021</td>
<td>Holiday</td>
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<tr>
<td>Monday</td>
<td>January 17, 2022</td>
<td>Holiday</td>
</tr>
<tr>
<td>Monday</td>
<td>May 30, 2022</td>
<td>Holiday</td>
</tr>
</tbody>
</table>

This holiday schedule is for fiscal year 2021-2022 only and supersedes all holiday schedules previously posted. It is subject to change in future years.

Non-exempt staff who are required to work on a holiday will receive holiday pay for their regularly scheduled hours and will also be paid at time-and-a-half for their actual hours worked. Exempt staff who are required to work on a holiday will receive their regular pay for that day and will be permitted to take an alternate day off subject to normal time off scheduling and approval procedures.

*The College has designated 07/6, 07/07, 07/08, 07/09, 12/20, 12/21, 12/22, 12/27, 12/28 and 12/29, as paid closure days (not official holidays). Both non-exempt and exempt staff who are required to work on a closure day will be paid for actual hours worked at their regular straight-time pay rate, plus overtime if applicable, and will be permitted to take an alternate day off subject to normal time off scheduling and approval procedures. Non-exempt staff should use the Pay Code **CLK** when entering hours for closure days in TimeClock Plus.

**Religious Observances**

Rollins recognizes the diverse faith traditions represented among its campus community and supports the rights of staff to observe according to these traditions. Supervisors are asked to be supportive of staff members who request PTO to observe a religious holiday and to make every effort to avoid scheduling meetings or events at times that would exclude such staff members from participation.

Rollins recognizes that the faith traditions observed by our diverse community include more holidays than can be captured adequately in a list. In addition, some observances vary by tradition and by country and are defined by the lunar calendar. However, to assist in identifying religious observance days, the Knowles Memorial Chapel has compiled a list of religious observances that reflect a large proportion of the College community and that may or may not fall on College work days.