



## 2022 Holiday Schedule/Energy Savings Program Summer Extended Four Day Workweek

### Holiday Schedule

Classes are recessed and all TCNJ offices are closed on the following Holidays for 2022.

HOLIDAY	DATE OBSERVED
Martin Luther King Day	January 17
Memorial Day	May 30
Juneteenth	June 17
Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 24
Friday after Thanksgiving	November 25
Christmas	December 26

### Energy Savings Program

The Energy Savings Program is one of the most appreciated and valued benefits available to TCNJ staff . The program enables TCNJ to reduce energy costs by closing campus on certain Fridays during the academic summer months and during the last week of December.

For every full “*Energy Holiday*” workday worked, eligible employees accrue 1.5 times their regularly scheduled work hours which are applied to nine Energy Days used over designated dates. Below are the holidays in 2022 you are required to work in order to earn Energy Days. In the event you do not work on one of the “*Energy Holidays*” below, please ensure you communicate this with your supervisor.

ENERGY HOLIDAYS	DATE OBSERVED
Lincoln’s Birthday	February 11
President’s Day	February 21
Good Friday	April 15
Indigenous People Day	October 10
Election Day	November 8
Veteran’s Day	November 11



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### Energy Savings Program (cont.)

**For the 2022 Energy Days** - Below are the dates you will have off in 2022 if you work a full work day on the “*Energy Holidays*” listed above.

Summer Fridays	Winter Break
May 27	December 23
June 10	December 27
June 24	December 28
July 1	December 29
	December 30

#### **Summer Fridays: Offices Closed Fridays**

On designated days in late May through early July, employees enjoy a four day workweek (regular hours) with Friday as a day off.

#### **Winter Break: Offices Closed**

Five accrued energy leave days shall be applied to the winter break as listed above. Offices will be closed over this time.

*Note: See [TCNJ Energy Savings Policy](#) for supporting details of this Program.*

### Summer Extended Four Day Workweek

During the later part of the academic summer, employees will work an extended schedule Monday through Thursday, and will have off on Fridays. An extended day would typically be eight hours and forty-five minutes for employees on a 35 hour per week work schedule, and ten hours per day for employees on a 40 hour per week work schedule.

Beginning the second week of July, through the second week in August, employees work an extended four day workweek with Friday as a day off as per the schedule below.

#### **Summer Extended Four Day Workweek --Fridays off--**

July 15
July 22
July 29
August 5
August 12