



2023 Holiday and Energy Leave Schedule

Summer Extended Four Day Workweek

Holiday Schedule

Classes are recessed and all TCNJ offices are closed on the following Holidays for 2023.

HOLIDAY	DATE OBSERVED
New Years Day	January 2, 2023
Martin Luther King Day	January 16, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Thanksgiving	November 23, 2023
Friday after Thanksgiving	November 24, 2023
Christmas	December 25, 2023

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 “**Energy Holidays Worked**”, eligible employees accrue 1.5 times their regularly scheduled work hours which are applied to Energy Days used over designated dates. Below are the holidays in 2023 you are required to work in order to earn Energy Days.

For any Energy Holidays Worked, if you have worked this day no action is required. If you have **not** worked on a designated day listed below you are **required to request this day off** in Oracle Cloud - Absences as “**Energy Day Not Worked**”. This request should occur prior to your requested day. Your supervisor would approve this request and your hours would be adjusted and reflected in Oracle Cloud - Absences.

ENERGY HOLIDAYS WORKED	DATE OBSERVED
Lincoln’s Birthday	February 13, 2023
Presidents’ Day	February 20, 2023
Good Friday	April 7, 2023
Indigenous Peoples Day	October 9, 2023
Election Day	November 7, 2023
Veterans Day	November 10, 2023



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Energy Savings Program (cont.)

Summer Fridays

Winter Break

May 26, 2023	December 22, 2023
June 9, 2023	December 26, 2023
June 16, 2023	December 27, 2023
June 30, 2023	December 28, 2023
	December 29, 2023

Summer Fridays: Offices Closed Fridays

Beginning the last Friday in May, through the last week of June, employees enjoy a four-day workweek (regular hours) with Friday as a day off. After that time, the extended four day work week begins as noted below.

Winter Break

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 latter part of the academic summer, employees will work an extended schedule Monday through Thursday, and will have off on Fridays. **Note:** 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 Fridays Extended Four Day Workweek

July 14, 2023
July 21, 2023
July 28, 2023
August 4, 2023
August 11, 2023