



2024 Holiday and Energy Leave Schedule

Holiday Schedule

Classes are recessed and all TCNJ offices are closed on the following Holidays for 2024.

| HOLIDAY | DATE OBSERVED |
|-----------------------------|-------------------|
| New Year's Day | January 1, 2024 |
| Martin Luther King, Jr. Day | January 15, 2024 |
| Memorial Day | May 27, 2024 |
| Juneteenth | June 19, 2024 |
| Independence Day | July 4, 2024 |
| Labor Day | September 2, 2024 |
| Thanksgiving Day | November 28, 2024 |
| Friday after Thanksgiving | November 29, 2024 |
| Christmas Day | December 25, 2024 |

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 Holiday 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 2024 you are required to work in order to earn Energy Days.

For any Energy Holiday 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 12, 2024 |
| Presidents’ Day | February 19, 2024 |
| Good Friday | March 29, 2024 |
| Indigenous Peoples’ Day | October 14, 2024 |
| Election Day | November 5, 2024 |
| Veterans Day | November 11, 2024 |



2024 Holiday and Energy Leave Schedule

Energy Savings Program (cont.)

Summer Fridays

Winter Break

| | |
|---------------|-------------------|
| May 24, 2024 | December 24, 2024 |
| June 7, 2024 | December 26, 2024 |
| June 14, 2024 | December 27, 2024 |
| June 28, 2024 | December 30, 2024 |
| | December 31, 2024 |

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 workweek 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 Friday. **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 12, 2024 |
| July 19, 2024 |
| July 26, 2024 |
| August 2, 2024 |
| August 9, 2024 |