



## 2025 Holiday and Energy Leave Schedule

### Holiday Schedule

Classes are recessed and all TCNJ offices are closed on the following Holidays for 2025.

#### HOLIDAY

#### DATE OBSERVED

New Years Day	January 1, 2025
Martin Luther King Day	January 20, 2025
Memorial Day	May 26, 2025
Juneteenth	June 20, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Thanksgiving	November 27, 2025
Friday after Thanksgiving	November 28, 2025
Christmas	December 25, 2025

\*Juneteenth is celebrated on the 3rd Friday of June, in accordance with other State offices and agencies

### 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. Working on the designated Energy Holidays provides 1.5 days of essentially comp time for an employee, which is intended to be used on the designated summer Fridays and winter holiday. If employees earn the energy comp time by working the Energy Holidays but are required to work any of the summer Friday or winter holiday days, they should be provided an alternate day off to use the earned Energy Leave. Overtime pay should only be provided if the employee actually works over 40 hours (or 35 hours if provided for in the union contract) in a week. The alternate day must be used prior to the end of the month or year based on management's discretion and the operational needs of the unit.

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, 2025
Presidents' Day	February 17, 2025
Good Friday	April 18, 2025
Indigenous Peoples Day	October 13, 2025
Election Day	November 4, 2025
Veterans Day	November 11, 2025



## 2025 Holiday and Energy Leave Schedule

### Energy Savings Program (cont.)

#### Summer Fridays: Offices Closed Fridays

Employees enjoy a four-day workweek (regular hours) with Friday as a day off from the last Friday in May through the last week of June. To participate in the four-day workweek, employees must enter “Energy Leave Day” in Oracle for the following Fridays: June 6th; June 13th; June 27<sup>th</sup>; July 11. These Fridays are considered “Energy Leave Days” because they are part of the Energy Savings Program.

#### 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 Fridays

#### Winter Break

June 6, 2025	December 24, 2025
June 13, 2025	December 26, 2025
June 27, 2025	December 29, 2025
July 11, 2025	December 30, 2025
	December 31, 2025

### 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 18, 2025
July 25, 2025
August 1, 2025
August 8, 2025