

The following chart summarizes collective bargaining provisions and CSCU policies pertaining to the 2024 Thanksgiving holiday.

<b>Employee Group</b>	<b>Wednesday, 11/27/24</b>	<b>Thursday, 11/28/24 Thanksgiving Holiday</b>	<b>Friday, 11/29/24</b>
<b>Congress/AFT</b> <i>Teaching Faculty</i>	Code <b>HOL</b> on timesheet (Columbus Day Observed)	Code <b>HOL</b> on timesheet (Contractual Holiday)	Code <b>HOL</b> on timesheet (Contractual Holiday)
<b>Congress/AFSCME</b> <i>Non-teaching Faculty</i>	Non-holiday*	Code <b>HOL</b> on timesheet	Non-holiday*
<b>SUOAF</b> <i>Administrative Faculty</i>	Code <b>HOL</b> on timesheet	Code <b>HOL</b> on timesheet	Code <b>HOL</b> on timesheet
<b>NP-2</b> <i>Maintenance</i>	Non-holiday*	Code <b>HOL</b> on timesheet if not required to work.	Non-holiday*
<b>NP-3</b> <i>Administrative Clerical</i>	Non-holiday*	Code <b>HOL</b> on timesheet	Non-holiday*
<b>NP-5</b> <i>Protective Services</i>	Non-holiday*	Code <b>HOL</b> on timesheet if not required to work. <i>Contact Payroll if required to work.</i>	Non-holiday*
<b>P-5</b> <i>Administrative &amp; Residual</i>	Non-holiday*	Code <b>HOL</b> on timesheet	Non-holiday*
<b>Management/Confidential</b> <i>Community Colleges</i>	Non-holiday*	Code <b>HOL</b> on timesheet	Non-holiday*
<b>Management/Confidential</b> <i>Charter Oak and CSCU System Office</i>	Non-holiday*	Code <b>HOL</b> on timesheet	Code <b>HOL</b> on timesheet if employee worked on Veteran's Day; otherwise, non-holiday*

**\*Please note:** If business needs allow, employees may request the day off with supervisory approval using leave accruals/entitlements. Individuals scheduled to work on the Friday after Thanksgiving may telecommute if a remote option is available, subject to supervisory approval and campus business needs. If a remote option is not available, arrangements may need to be made for the campus (or certain buildings) to remain open.

Employees may contact their respective HR Generalist with questions or concerns regarding holiday staffing needs.