










2024-25 EOU Employee Paid Holiday and Winter Campus Closure Schedule

Available on the EOU Human Resources webpage at www.eou.edu/hr

2024-25 ACADEMIC YEAR EMPLOYEE PAID HOLIDAY and WINTER CAMPUS CLOSURE SCHEDULE		
PAID HOLIDAY	DATE	OBSERVED BY
Labor Day	Monday, September 2, 2024	
Veterans Day	Monday, November 11, 2024	
SEIU Special Day	<ul style="list-style-type: none"> In addition to holidays specified in the CBA, full-time Classified employees receive eight (8) hours of paid leave effective each July 1. Part-time, seasonal, and job share employees receive a prorated share of eight (8) hours of paid leave at their regular straight-time rate of pay based upon the same percentage or fraction of the month as they are normally scheduled to work. 	Classified
Thanksgiving	Thursday, November 28, and Friday, November 29, 2024 <ul style="list-style-type: none"> Early closure on Wednesday, November 27 at Noon. Most EOU campus buildings will be closed Wednesday Noon through Saturday. 	
Christmas Day	Wednesday, December 25, 2024 <i>See next page for Winter Closure Schedule</i>	
New Year's Day	Wednesday, January 1, 2025	
Rev. Dr. Martin Luther King Jr. Holiday	Monday, January 20, 2025	
Memorial Day	Monday, May 26, 2025	
Juneteenth Holiday	Thursday, June 19, 2025	
Independence Day	Friday, July 4, 2025	

Continued...

Winter Campus Closure Schedule

Winter Campus Closure*



Tuesday, December 24, 2024 through Wednesday, January 1, 2025

- Eligible employees receive holiday pay on designated paid holidays during the winter campus closure.
- Other days (that are not paid holidays):
 - Classified staff may use leave without pay, or available accrued paid time off including comp time, accrued paid vacation, or accrued paid personal days, if available. If accrued leave time is unavailable, time-off is unpaid.
 - Exempt 12-mos. AP and online educator employees must use accrued vacation or other available paid time-off (except sick pay) if available.
 - Nonexempt unclassified (hourly) employees must use accrued vacation or other available paid time-off (except sick pay) if available. If unavailable, time-off is unpaid.
 - AAP Faculty and non-12 mos. online educators follow their normal holiday work schedule.

* Additional winter campus closure information:

- a) The EOU campus will be closed; no regular work is to be scheduled unless pre-approved by the respective Cabinet member. Only those employees specifically scheduled to provide basic services will be working such as Campus Security and certain Facilities and Planning Department personnel. Please contact Jim Hoffman at 541-962-3241 or jahoffman@eou.edu with questions about holiday and winter campus facilities closure schedules.
- b) The winter campus closure is required for all Classified, administrative professional and other 12-mos. employees.
- c) Faculty follow their normal work schedule during the winter academic break. Library faculty with a 12 month 1.0 FTE contract have the option of taking vacation or working from on- or off-campus work sites. Following normal advanced paid time-off request and approval procedure is required.

General Summary of Paid Time-off Pay Options:

- Classified staff. Holiday pay on designated holidays; or leave without pay, comp time, personal days, vacation time, and special day per the OPU-SEIU CBA.
- Administrative Professional Exempt Employees: holiday pay on paid holidays, vacation time.
- Unclassified nonexempt employees without available accrued vacation time will be granted leave without pay during the winter campus closure.
- Eligible part-time employees receive paid holiday pay on a prorated basis.

To submit suggestions or ask questions about paid holidays or using leave during the winter closure, please feel free to contact the EOU Human Resources Department at 541-962-3548 or email at hr@eou.edu. Thank you!