

Engineering 2021-2022 Holidays and Calculation Information

Holiday	Dates
Thanksgiving	Nov. 25-26, 2021
Winter Break	Dec. 24-31, 2021
Martin Luther King, Jr. Day	Jan. 17, 2022
Spring Break	Mar. 18, 2022
Memorial Day	May 30, 2022
Independence Day	July 4, 2022

Leave of Absence & Unpaid Leave Calculations:

By Days:

Divide # of days worked by # of working days in month
 Then multiply by monthly FTE
 Then multiply by percent effort

By Hours:

Divide # of hours worked by # of working hours in month
 Then multiply by monthly FTE
 Then multiply by percent effort

Number of Days/Hours in Each Month

Month	Days	Hours
Sept 2021	22	176
Oct 2021	21	168
Nov 2021	22	176
Dec 2021	23	184
Jan 2022	21	168
Feb 2022	20	160
Mar 2022	23	184
April 2022	21	168
May 2022	22	176
June 2022	22	176
July 2022	21	168
Aug 2022	23	184
FY 2022 Total	261	2088