

## 2024-2025 Holidays and Calculation Information

Holiday	Dates
Labor Day	Sept. 2, 2024
Thanksgiving	Nov. 28-29, 2024
Winter Break	Dec. 24, 2024-Jan. 1, 2025
Martin Luther King, Jr. Day	Jan. 20, 2025
Spring Break	March 14, 2025
Memorial Day	May 26, 2025
Emancipation Day	June 19, 2025
Independence Day	July 4, 2025

### 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 2024	21	168
Oct 2024	23	184
Nov 2024	21	168
Dec 2024	22	176
Jan 2025	23	184
Feb 2025	20	160
Mar 2025	21	168
April 2025	22	176
May 2025	22	176
June 2025	21	168
July 2025	23	184
Aug 2025	21	168
<b>FY 2025 Total</b>	<b>260</b>	<b>2080</b>