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**MEMORANDUM**

TO: University Deans, Department Heads and Administrative Officials  
FROM: Susan H. Carullo *SHC*  
Director  
DATE: November 30, 2011  
SUBJECT: **State Observed Holidays for Calendar Year 2012**

Listed below are dates on which legal holidays for South Carolina State employees will be observed during 2012. Departments with a seven-days-a-week operation should ensure that holiday eligible employees who do not work the Monday through Friday workweek receive the same number of holidays as those who do. *Employees of the Medical University Hospital Authority are not subject to State Human Resource Regulations and have a different PTO/Holiday Plan.*

<u>Holiday</u>	<u>Observed on This Day</u>
New Year's Day	Monday, January 2 ( <b>observance</b> )
Martin Luther King, Jr. Day	Monday, January 16
George Washington's Birthday/President's Day	Monday, February 20
Confederate Memorial Day	Thursday, May 10
National Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Veterans Day	Monday, November 12 ( <b>observance</b> )
Thanksgiving Day	Thursday, November 22
Day after Thanksgiving	Friday, November 23
Christmas Eve	Monday, December 24
Christmas Day	Tuesday, December 25
Day after Christmas	Wednesday, December 26

For additional information, please refer to HRM Policy No. 23.0 or the Faculty Handbook, or call extension 2-7225.

Supervisors please disseminate this information to employees, within your area of responsibility, who may not have access to e-mail.

SHC:RPR:jo

cc: *Betts Ellis, Administrator for Institutional Relations*  
*Brad Evans, Human Resources Director, University Medical Associates*  
*Dave Neff, Administrator for Ambulatory Care Services*