

RHODE ISLAND SCHOOL OF DESIGN
MEMORANDUM

TO: RISD MUSEUM STAFF

FROM: Candace Baer, VP Human Resources

RE: 2022-2023 MUSEUM HOLIDAY SCHEDULE

I am pleased to announce the holiday schedule for the 2022-2023 Academic Year. This schedule should enable everyone to plan in advance for your time off and ensure that all College operations are running smoothly.

The following is the 2022-2023 Museum Holiday Schedule:

<u>HOLIDAY</u>	<u>CELEBRATED</u>
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Indigenous People's Day (October 10)	Monday, October 10, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day after Thanksgiving	Friday, November 25, 2022
Christmas Eve	Friday, December 23, 2022 (observed)
Christmas Day	Monday, December 26, 2022 (observed)
Flexible Winter Holiday*	** <i>Floating Holiday</i>
Deferred Veterans' Day (November 11)*	** <i>Floating Holiday</i>
Winter Break Additional Day*	** <i>Floating Holiday</i>
New Year's Eve	Friday, December 30, 2022 (observed)
New Year's Day	Monday, January 2, 2023 (observed)
Dr. Martin Luther King Jr. Day	Monday, January 16, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023

*To accomplish the annual closing around winter break, two of our standard holidays will be observed in December and a winter break additional day has been added to the calendar.

**Floating Holidays must be scheduled with supervisor approval and used during the 2022-2023 fiscal year.

Hourly paid employees who record their time in Workday should designate floating holidays as "Float Holiday." Hourly paid employees who record their time in Kronos should designate floating holidays as "Holiday." Salaried employees are responsible for tracking these days in the same manner as other paid time off.

Note: Holidays for bargaining unit employees will follow their collective bargaining agreement.

***Because Visitor Services and the Museum Security Guards all work when the Museum is open to the public, all hourly paid staff in those areas, as well as Museum Custodians, will observe the holidays as noted on the above schedule with the following exceptions:

Christmas Eve	December 24, 2022
Christmas Day	December 25, 2022
New Year's Eve	December 31, 2022
New Year's Day	January 1, 2023