



**OFFICE OF HUMAN
RESOURCES**

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MEMORANDUM

TO: President, Provost, Vice Presidents, Deans, Directors, and Department Heads

FROM: Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff

DATE: August 25, 2026

SUBJECT: Holiday Schedule – Thanksgiving and Winter Break

We are pleased to announce the 2026 Thanksgiving and Winter Break Holiday Schedule, approved by President McCullough, as follows:

THANKSGIVING

FSU will be closed on Thursday, November 26, and Friday, November 27, 2026, for the Thanksgiving holiday. In addition, salaried employees (USPS, A&P, Executive Service, and Faculty) will receive an additional Fall Break Day on Wednesday, November 25, 2026. This is considered an extra holiday, and no annual leave usage is required. The University will reopen for business on Monday, November 30, 2026.

2026 Thanksgiving Holiday Schedule	
Tuesday, November 24, 2026	Normal Business Hours
Wednesday, November 25, 2026	Fall Break Holiday
Thursday, November 26, 2026	University Holiday
Friday, November 27, 2026	University Holiday
Monday, November 30, 2026	Normal Business Hours

WINTER BREAK

As outlined in the FSU holiday calendar, the Christmas holiday will be on Friday, December 25, 2026, and the New Year's holiday on Friday, January 1, 2027. Employees required to work on either or both holidays may earn straight-time compensatory leave.

This year's calendar includes an eight-day winter break. The following dates are designated as additional holidays and do not require annual leave: December 21, 22, 23, 24, 28, 29, 30, and 31. The University will reopen on Monday, January 4, 2027.

The 2026 Winter Break and Holiday Schedule is as follows:

2026 Winter Break & Holiday Schedule	
Friday, December 18, 2026	Normal Business Hours
Monday, December 21, 2026	Winter Break Holiday
Tuesday, December 22, 2026	Winter Break Holiday
Wednesday, December 23, 2026	Winter Break Holiday
Thursday, December 24, 2026	Winter Break Holiday
Friday, December 25, 2026	University Holiday
Monday, December 28, 2026	Winter Break Holiday
Tuesday, December 29, 2026	Winter Break Holiday
Wednesday, December 30, 2026	Winter Break Holiday
Thursday, December 31, 2026	Winter Break Holiday
Friday, January 1, 2027	University Holiday
Monday, January 4, 2027	Normal Business Hours

While the University will generally be closed during these periods, essential services (as determined by department heads) must continue. Employees (A&P, USPS, or 12-month Faculty) required to work during Thanksgiving or Winter Break may be eligible for compensatory leave. Straight-time compensatory leave may be earned for working on the fall break or a University Holiday, and winter compensatory leave will be provided for working on a winter break day.

- Thanksgiving compensatory leave will be paid out in the first December pay period unless used or retained before the end of that pay period.
- Winter Break compensatory leave must be used by June 30, 2027. There is no cash-out option, and unused time will be forfeited.

The President's Fall and Winter Break holidays are considered benefits to current employees of the University. Therefore, employees receiving the benefits will be required to return to work following the conclusion of the breaks.

OPS employees required to work during these periods must have supervision and will only be paid for time worked. Therefore, they will not accrue compensatory time.

General questions regarding the break or Attendance and Leave concerns should be directed to Christine Conley at (850) 644-1978. Questions regarding the break for union-represented USPS employees should be directed to Tracey Pearson at (850) 644-3694. Questions regarding the break for union-represented Faculty employees should be directed to Rebecca Peterson at (850) 645-2202.

CC: Department Representatives