



The Commonwealth observes 12 designated paid holidays as defined in § 2.2- 3300 of the Code of Virginia. In addition, other full or partial workdays may be designated as holidays by the Governor or by the President of the United States (DHRM Policy: 4.25 – Holidays).

Agencies may supplement this policy to accommodate specific business needs. Supplemental policies must be consistent with the provisions of DHRM policy and must be communicated to all agency employees. Each year Thomas Nelson elects to use the four (4) following holidays to extend the Thanksgiving and Winter Breaks for faculty and staff:

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| 1. George Washington Day (President's Day) | February |
| 2. Columbus Day & Yorktown Victory Day | October |
| 3. Election Day | November |
| 4. Veterans' Day | November |

Important Note:

Non-exempt employees should ensure that they have maintained enough leave to cover any absence that occurs on the last scheduled workday before a holiday and enough leave to cover absences on the first scheduled workday after the holiday. This includes any partial day holidays. **Non-exempt employees will not receive holiday pay if they do not work and/or if they are not in a paid leave status on the last workday before and the first workday after an observed holiday.** Non-exempt employees do not earn an annual leave accrual for any pay period in which they are on leave without pay.

2021 HOLIDAY SCHEDULE
January 2021 – December 2021

State Holiday ^(15 Holidays)	State Observance	Thomas Nelson Observance
January 1, 2021 – New Year’s Day	CLOSED	CLOSED
January 18, 2021 – Martin Luther King Jr. Day	CLOSED	CLOSED
February 15, 2021 – George Washington Day	CLOSED	OPEN- Observed December 27, 21
May 31, 2021 - Memorial Day	CLOSED	CLOSED
June 18, 2021 – Juneteenth Observed This will be a regular 8 hour day Monday –Thursday and Closed on June 18th	CLOSED	CLOSED
July 5, 2021 - Independence Day Observed	CLOSED	CLOSED
September 6, 2021 - Labor Day	CLOSED	CLOSED
October 11, 2021 – Columbus Day & Yorktown Victory Day	CLOSED	OPEN- Observed December 28, 21
November 2, 2021- Election Day	CLOSED	OPEN – Observed December 29, 21
November 11, 2021 – Veteran’s Day	CLOSED	OPEN – Observed December 30, 21
November 24, 2021 - Close at Noon (4 hours added by Governor)	Early Release	Early Release
November 25, 2021 – Thanksgiving Day	CLOSED	CLOSED
November 26, 2021 – Day after Thanksgiving	CLOSED	CLOSED
December 23, 2021 – (8 hours added by Governor)	CLOSED	CLOSED
December 24, 2021 - Christmas Observed	CLOSED	CLOSED
December 27, 2021 - (In lieu of George Washington Day)	OPEN	CLOSED
December 28, 2021 – (In lieu of Columbus Day/Yorktown Victory Day)	OPEN	CLOSED
December 29, 2021 – (In lieu of Election Day)	OPEN	CLOSED
December 30, 2021 – (In lieu of Veteran’s Day)	OPEN	CLOSED
December 31, 2021 – New Year’s Observed	CLOSED	CLOSED

- Denotes a Half-day Holiday – 4 hours Off
- ◌ Denotes a Holiday – Time Off
- ☐ Summer Hours 7:30AM – 5:30PM (M-TH) 8:00AM – 12:00PM (F)

NOTE: Regular work hours 8:00AM – 5:00PM with
 May 31 – June 4, 2021 **Monday 31st OFF**
 June 14- 17, 2021 **Friday 18th OFF**
 July 6- 9, 2021 **Monday 5th OFF**

Thomas Nelson Holiday Calendar 2021 Calendar

JANUARY

S	M	T	W	T	F	S
					①	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	⑱	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	⑩	⑪	⑫	⑬	⑭	15
16	⑰	⑱	⑲	⑳	㉑	22
23	⑳	㉑	㉒	㉓	㉔	29
30	㉕					⑳

JUNE

S	M	T	W	T	F	S			
					1	2	3	4	5
6	⑦	⑧	⑨	⑩	⑪	12			
13	14	15	16	17	⑱	19			
20	㉑	㉒	㉓	㉔	㉕	26			
27	㉖	㉗	㉘	㉙					

JULY

S	M	T	W	T	F	S	
					1	2	3
4	⑤	6	7	8	9	10	
11	⑫	⑬	⑭	⑮	⑯	17	
18	⑰	⑱	⑲	⑳	㉑	24	
25	㉒	㉓	㉔	㉕	㉖	31	

AUGUST

S	M	T	W	T	F	S
1	②	③	④	⑤	⑥	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

S	M	T	W	T	F	S		
					1	2	3	4
5	⑥	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S				
					1	2	3	4	5	6
7	8	9	10	11	12	13				
14	15	16	17	18	19	20				
21	22	23	㉔	㉕	㉖	27				
28	29	30								

DECEMBER

S	M	T	W	T	F	S		
					1	2	3	4
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	㉓	㉔	25		
26	㉖	㉗	㉘	㉙	㉚	㉛		