



2021 Holiday and Winter Break Information For Benefit Eligible Employees

Holiday	Dates	How You Will Be Paid	What Action You Need to Take
Thanksgiving	Thursday, November 25, 2021 Friday, November 26, 2021	This is a GSU paid holiday. You will be paid using holiday time.	No action is needed from you.
Winter Break	Monday December 20, 2021 through Friday, December 24, 2021	This is a GSU paid holiday. You will be paid using holiday time.	No action is needed from you.
Winter Break	Monday, December 27, 2021 through Friday, December 31, 2021	You will be paid, by using your available accrued annual leave and any unused USG Vaccine Day Administrative Leave.	No action is needed from you unless, you have been approved to work during the Winter Break. If you have been approved to work during the Winter Break, please complete the Winter Break form that can be found by visiting GSU Payroll Forms or you can contact the Time and Absence Team at timeandabsence@gsu.edu to request the form.
New Year's Day	January 3, 2022 (In observance of New Years' Day)	This is a GSU paid holiday. You will be paid using holiday time.	No action is needed from you.

Please visit the employee self-service portal to view your leave balances [OneUSG Employee Self-Service Portal](#). The navigation to view your balances is (1) click time and Absence; (2) Click Absence Balances. Should you need help accessing the portal please contact OneUSG Connect Support (1-877-251-2644) or oneusgsupport@usg.edu.