



# ADMINISTRATIVE UPDATE

**FROM:** Rebecca Hoda-Kearse  
Executive People Officer

**DATE:** ~~10/2/2023~~ 11/3/2023  
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**TO:** The College Community

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**SUBJECT:** 2024 State Holidays and Liberal Leave

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Listed below are the holidays for 2024 designated by the State of New York for observance by eligible State employees (except academic-year faculty), and for eligible Research Foundation employees at the College. Employees who work on a holiday when the College is open will record the day as compensatory holiday leave (unless otherwise noted below); OR CSEA-represented employees according to their holiday designation for payment or compensatory holiday leave, or UUP-represented employees according to their designation if they work on Thanksgiving, Christmas, or New Year’s. Use of holiday leave should have advance approval and must be used within one year of the date earned. Employees who do not use holiday leave before separation from employment will forfeit the holiday(s).

### HOLIDAYS

<b>January 1</b>	<b>Monday</b>	<b>New Year’s Day</b>	<b>College CLOSED</b>
<b>January 15</b>	<b>Monday</b>	<b>Dr. Martin Luther King, Jr., Day</b>	<b>College CLOSED</b>
<b>February 12</b>	<b>Monday</b>	<b>Lincoln’s Birthday [Observed]</b>	<b>College OPEN</b>
<p>Lincoln’s Birthday is usually a floating holiday and unless announced otherwise, CSEA employees who work on Lincoln’s Birthday will record it as a floating holiday on their timesheet.</p>			
<b>February 19</b>	<b>Monday</b>	<b>Washington’s Birthday [Observed]</b>	<b>College OPEN</b>
<b>May 27</b>	<b>Monday</b>	<b>Memorial Day</b>	<b>College CLOSED</b>
<b>June 19</b>	<b>Wednesday</b>	<b>Juneteenth</b>	<b>College CLOSED</b>
<b>July 4</b>	<b>Thursday</b>	<b>Independence Day</b>	<b>College CLOSED</b>
<b>September 2</b>	<b>Monday</b>	<b>Labor Day</b>	<b>College CLOSED</b>

**October 14 Monday Columbus Day College OPEN**  
For UUP represented employees who work on Columbus Day – this holiday will be the designated floating holiday to be used on the day after Thanksgiving; if they do not work on Columbus Day, they must charge vacation accruals for the day after Thanksgiving.

**November 5 Tuesday Election Day College OPEN**  
Election Day is usually a floating holiday and unless announced otherwise, CSEA employees who work on Election Day will record it as a floating holiday on their timesheet.

**November 11 Monday Veterans' Day College ~~CLOSED~~ OPEN**

**November 28 Thursday Thanksgiving Day College CLOSED**

**December 25 Wednesday Christmas Day College CLOSED**

**NOTE:**

The following are “**Liberal Leave**” dates when office coverage is not required unless deemed necessary by the President or appropriate Executive Leadership. For those offices where coverage is not required, employees are encouraged to take these days off (with charge to appropriate leave accruals) and supervisors are encouraged to approve employee requests. Employees who plan to work on these days must notify their supervisors who, in turn, should send a list of employees working to [upolice@esf.edu](mailto:upolice@esf.edu) the University Police Department. The heat and air-conditioning will be reduced in most buildings on these days to achieve energy savings.

**LIBERAL LEAVE DATES**

**July 5, Friday**

**November 27, Wednesday**

**November 29, Friday**

For UUP-represented employees, see notes under October 9, Columbus Day above.

**December 23 – December 31**

If you have any questions, please contact Ellen Brown in the Human Resources Office at 6613.