



# ADMINISTRATIVE UPDATE

**FROM:** Connie S. Webb  
Vice President for Administration  
**DATE:** 10/31/08  
**VOL.** 2008 **NO.** 10  
**TO:** The College Community

---

**SUBJECT:** State Holidays in 2009

---

Listed below are the official holidays to be observed in 2009 by New York State employees, as announced by the Department of Civil Service:

January 1	Thursday	New Year's Day	College Closed
January 19	Monday	Martin Luther King, Jr., Day	College Closed
February 12	Thursday	Lincoln's Birthday <sup>1,2</sup>	College Open
February 16	Monday	Washington's Birthday Observed	College Open
May 25	Monday	Memorial Day	College Closed
July 4	Saturday	Independence Day <sup>3</sup>	College Closed
September 7	Monday	Labor Day	College Closed
October 12	Monday	Columbus Day <sup>4</sup>	College Open
November 3	Tuesday	Election Day	College Open
November 11	Wednesday	Veterans' Day	College Open
November 26	Thursday	Thanksgiving Day	College Closed
December 25	Friday	Christmas Day	College Closed

<sup>1</sup>For UUP-represented employees with a calendar year obligation: Lincoln's Birthday has been designated as a floating holiday. You may select the date upon which you will observe Lincoln's Birthday, subject to supervisory approval and consistent with the campus operating needs. This holiday must be observed *before* the beginning of academic year 2009-10.

Continued...

<sup>2</sup>For employees represented by CSEA as well as M/C employees: Lincoln's Birthday will be observed as a *floating* holiday. Employees will receive credit for one holiday to be used at a future date with supervisory approval. (NOTE: For classified employees, the credit for the holiday will be carried as a separate entry on time records and will not be merged with holiday leave or holiday compensatory time. This credit must be used no later than February 11, 2010.)

<sup>3</sup>Employees will be allowed to observe the holiday at a later time, subject to supervisory approval and consistent with operating needs. Classified employees should record this day as a regular holiday.

<sup>4</sup>For UUP-represented employees with a calendar year obligation: Columbus Day will be the designated floating holiday for the day after Thanksgiving. Therefore, Columbus Day, October 12, 2009, will be designated the floating holiday for the day after Thanksgiving, November 27, 2009. (If you do not work Columbus Day, you must charge a vacation day for November 27, 2009.)

**NOTE:** In keeping with both the SUNY Board of Trustees *Policies* and the State/UUP *Agreement*, academic year employees are entitled to observe only those holidays on which the College is closed during the normal workweek. Therefore, floating holidays do not apply to academic year employees.

University Police Officers and Supervisors, responsible for round-the-clock university police service, are entitled to holiday observance.

Research Foundation employees required to work on a holiday will be granted holiday leave. Use of holiday leave should have advance approval. If employees do not use holiday leave before separation from employment, they will lose the holiday leave.

If you have any questions, please contact Tim Blehar at x6613.