



ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
Vice President for Administration

DATE: 10/20/09
VOL. 2009 **NO.** 5

TO: The College Community

SUBJECT: State Holidays in 2010

Listed below are the official holidays to be observed in 2010 by New York State employees, as announced by the Department of Civil Service:

January 1	Friday	New Year's Day	College Closed
January 18	Monday	Martin Luther King, Jr., Day	College Closed
February 12	Friday	Lincoln's Birthday ^{1,2}	College Open
February 15	Monday	Washington's Birthday Observed	College Open
May 31	Monday	Memorial Day	College Closed
July 5	Monday	Independence Day Observed	College Closed
September 6	Monday	Labor Day	College Closed
October 11	Monday	Columbus Day ³	College Open
November 2	Tuesday	Election Day	College Open
November 11	Thursday	Veterans' Day	College Open
November 25	Thursday	Thanksgiving Day	College Closed
December 25	Saturday	Christmas Day ⁴	College Closed

¹For 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 2010-11.

Continued...

²For 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, 2011.)

³For 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 11, 2010, will be designated the floating holiday for the day after Thanksgiving, November 26, 2010. (If you do not work Columbus Day, you must charge a vacation day for November 26, 2010.)

⁴Employees 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.

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 Bev Gracz at x6613.