



ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
Vice President for Administration

DATE: 11/9/17
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TO: The College Community

SUBJECT: 2018 State Holidays and Liberal Leave

Listed below are the holidays for 2018 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 for CSEA-represented employees according to their holiday designation for payment or compensatory holiday leave. 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

January 1	Monday	New Year's Day	College CLOSED
January 15	Monday	Dr. Martin Luther King, Jr., Day	College CLOSED
February 12	Monday	Lincoln's Birthday	College OPEN
CSEA and PEF-represented employees who work on Lincoln's Birthday will record it as a floating holiday on their timesheet.			
February 19	Monday	Washington's Birthday (Observed)	College OPEN
May 28	Monday	Memorial Day	College CLOSED
July 4	Wednesday	Independence Day	College CLOSED
September 3	Monday	Labor Day	College CLOSED
October 8	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 6 Tuesday Election Day College OPEN
Election Day is usually a floating holiday and unless announced otherwise, CSEA- and PEF represented employees who work on Election Day will record it as a floating holiday on their timesheet.

November 12 Monday Veterans' Day (Observed) College OPEN

November 22 Thursday Thanksgiving Day College CLOSED

December 25 Tuesday Christmas Day College CLOSED

The following are “**Liberal Leave**” dates when office coverage is not required unless deemed necessary by the President or appropriate Vice President. 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 gdyoung@esf.edu in the University Police Department. The heat and air-conditioning will be cut back in most buildings on these days to achieve energy savings.

LIBERAL LEAVE DATES

November 21, Wednesday

November 23, Friday

For UUP-represented employees, see notes under October 8, Columbus Day above.

December 24, Monday and December 26 – 28, Wednesday through Friday and Monday, December 31, 2018

If you have any questions, please contact Bev Gracz in the Human Resources Office at x6613.