ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
CFO & Vice President for Administration

DATE: 11/14/18

TO: The College Community

VOL. 2018 NO. 5

SUBJECT: 2019 State Holidays and Liberal Leave

Listed below are the holidays for 2019 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 Tuesday New Year’s Day College CLOSED
January 21 Monday Dr. Martin Luther King, Jr., Day College CLOSED
February 12 Tuesday 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 18 Monday Washington’s Birthday (Observed) College OPEN
May 27 Monday Memorial Day College CLOSED
July 4 Thursday Independence Day College CLOSED
September 2 Monday Labor Day College CLOSED
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- and PEF
represented employees who work on Election Day will record it as a floating holiday on
their timesheet.

November 11      Monday       Veterans’ Day (Observed)       College OPEN

November 28      Thursday       Thanksgiving Day       College CLOSED

December 25      Wednesday       Christmas Day       College CLOSED

The following are “Liberal Leave” dates when office coverage is not required unless
demed 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**

July 5, Friday

November 27, Wednesday

November 29, Friday
For UUP-represented employees, see notes under October 14, Columbus Day above.

December 23 - 24, December 26 - 27 and/or December 30 -31

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