



ADMINISTRATIVE UPDATE

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

DATE: 11/14/18

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TO: The College Community

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 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

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.