



ADMINISTRATIVE UPDATE

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

DATE: 10/15/19

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TO: The College Community

SUBJECT: 2020 State Holidays and Liberal Leave

Listed below are the holidays for 2020 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 CLOSED	Wednesday	New Year's Day	College
January 20	Monday	Dr. Martin Luther King, Jr., Day	College CLOSED
February 12 CSEA and PEF-represented employees who work on Lincoln's Birthday will record it as a floating holiday on their timesheet.	Wednesday	Lincoln's Birthday	College OPEN
February 17	Monday	Washington's Birthday (Observed)	College OPEN
May 25	Monday	Memorial Day	College CLOSED
July 4 Full-time employees who are not scheduled to work on Saturdays will earn a compensatory holiday for July 4 th .	Saturday	Independence Day	College CLOSED
September 7	Monday	Labor Day	College CLOSED

October 12 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 3 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 Wednesday Veterans' Day (Observed) College OPEN

November 26 Thursday Thanksgiving Day College CLOSED

December 25 Friday 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 3, Friday

November 25, Wednesday

November 27, Friday

For UUP-represented employees, see notes under October 12, Columbus Day above.

December 24, Thursday

December 28 - 31 Monday through Thursday

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