



ADMINISTRATIVE UPDATE

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TO: The College Community

SUBJECT: 2021 State Holidays and Liberal Leave

Listed below are the holidays for 2021 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 CSEA-represented employees according to their holiday designation for payment or compensatory holiday leave, or UUP-represented employees according to their designation if they work on Thanksgiving, Christmas, or New Year's. 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	Friday	New Year's Day	College CLOSED
January 18	Monday	Dr. Martin Luther King, Jr., Day	College CLOSED
February 12	Friday	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 15	Monday	Washington's Birthday (Observed)	College OPEN
May 31	Monday	Memorial Day	College CLOSED
June 19	Saturday	Juneteenth	College CLOSED

**The State may designate Saturday June 19th as a legal holiday for 2021.*

Employees will be allowed to observe the holiday at a later time, subject to supervisory approval and consistent with operating needs.

July 4 Sunday Independence Day College CLOSED
July 5 Monday (Observed) College CLOSED

Full-time employees who are not scheduled to work on Sunday, under the Attendance Rules, when a holiday falls on a Sunday it is observed on the following Monday.

September 6 Monday Labor Day College CLOSED

October 11 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 2 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 Thursday Veterans' Day College OPEN

November 25 Thursday Thanksgiving Day College CLOSED

December 25 Saturday Christmas Day College CLOSED

Employees 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:

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 2, Friday

Note: July 4th may not be used for this day since it is not earned yet.

November 24, Wednesday

November 26, Friday

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

December 24, Friday

December 27 - 31 Monday through Friday

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