Listed below are the holidays for 2022 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Saturday</td>
<td>New Year’s Day</td>
<td>College CLOSED</td>
</tr>
<tr>
<td>January 17</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr. Day</td>
<td>College CLOSED</td>
</tr>
<tr>
<td>February 12</td>
<td>Saturday</td>
<td>Lincoln’s Birthday</td>
<td>College CLOSED</td>
</tr>
<tr>
<td>February 21</td>
<td>Monday</td>
<td>Washington’s Birthday (Observed)</td>
<td>College OPEN</td>
</tr>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>Memorial Day</td>
<td>College CLOSED</td>
</tr>
<tr>
<td>June 20</td>
<td>Monday</td>
<td>Juneteenth (Observed)</td>
<td>College CLOSED</td>
</tr>
</tbody>
</table>

Under the Attendance rules, when a holiday falls on a Sunday it is observed on the following Monday.
July 4 Monday Independence Day College CLOSED

September 5 Monday Labor Day College CLOSED

October 10 Monday Indigenous Peoples' Day College OPEN

For UUP represented employees who work on Indigenous Peoples' Day – this holiday will be the designated floating holiday to be used on the day after Thanksgiving; if they do not work on Indigenous Peoples' Day they must charge vacation accruals for the day after Thanksgiving.

November 8 Tuesday Election Day College OPEN

Election Day is usually a floating holiday and unless announced otherwise, CSEA employees who work on Election Day will record it as a floating holiday on their timesheet.

November 11 Friday Veterans’ Day College OPEN

November 24 Thursday Thanksgiving Day College CLOSED

December 26 Monday Christmas Day (Observed) College CLOSED

Under the Attendance Rules, when a holiday falls on a Sunday it is observed on the following Monday.

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 upolice@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 1, Friday
Note: July 4th may not be used for this day since it is not earned yet.

November 23, Wednesday

November 25, Friday
For UUP-represented employees, see notes under October 10, Indigenous Peoples' Day above.

December 23, Friday

December 27 – 30, Tuesday through Friday

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