



# ADMINISTRATIVE UPDATE

**FROM:** Rebecca Hoda-Kearse  
Executive People Officer

**DATE:** 8/15/2022  
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**TO:** The College Community

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**SUBJECT:** 2023 State Holidays and Liberal Leave

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Listed below are the holidays for 2023 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

<b>January 2</b>	<b>Monday</b>	<b>New Year's Day [Observed]</b>	<b>College CLOSED</b>
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Under the Attendance rules, when a holiday falls on a Sunday it is observed on the following Monday.

<b>January 16</b>	<b>Monday</b>	<b>Dr. Martin Luther King, Jr., Day</b>	<b>College CLOSED</b>
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<b>February 13</b>	<b>Monday</b>	<b>Lincoln's Birthday [Observed]</b>	<b>College OPEN</b>
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Under the Attendance rules, when a holiday falls on a Sunday it is observed on the following Monday. CSEA employees who work on Lincoln's Birthday will record it as a floating holiday on their timesheet.

<b>February 20</b>	<b>Monday</b>	<b>Washington's Birthday [Observed]</b>	<b>College OPEN</b>
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<b>May 29</b>	<b>Monday</b>	<b>Memorial Day</b>	<b>College CLOSED</b>
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<b>June 19</b>	<b>Monday</b>	<b>Juneteenth</b>	<b>College CLOSED</b>
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**July 4                      Tuesday                      Independence Day                      College CLOSED**

**September 4              Monday                      Labor Day                      College CLOSED**

**October 9                  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 7                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              Saturday                      Veterans' Day                      College CLOSED**  
Employees will be allowed to observe this holiday, at a later date, subject to supervisory approval and consistent with operating needs. Classified employees should record this day as a regular holiday.

**November 23              Thursday                      Thanksgiving Day                      College CLOSED**

**December 25              Monday                      Christmas Day                      College CLOSED**

**NOTE:**

The following are “**Liberal Leave**” dates when office coverage is not required unless deemed necessary by the President or appropriate Executive Leadership. 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](mailto:upolice@esf.edu) the University Police Department. The heat and air-conditioning will be reduced in most buildings on these days to achieve energy savings.

**LIBERAL LEAVE DATES**

**July 3, Monday**

Note: July 4<sup>th</sup> may not be used for this day, since it is not yet earned.

**November 22, Wednesday**

**November 24, Friday**

For UUP-represented employees, see notes under October 9, Columbus Day above.

**December 26 - 29 Tuesday through Friday**

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