

# ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo CFO & Vice President for AdministrationTO: The College Community **DATE:** 11/9/21 **VOL.** 2021 **NO.** 4

SUBJECT: 2022 State Holidays and Liberal Leave

Listed below are the holidays for 2022 designated by the State of New York for observance by eligible State employees <u>except</u> 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 1SaturdayNew Year's DayCollege CLOSEDEmployees will be allowed to observe the holiday at a later time, subject to supervisory approval<br/>and consistent with operating needs. Classified employees should record this day as a regular<br/>holiday.

January 17	Monday	Dr. Martin Luther King, Jr. Day	College CLOSED		
February 12SaturdayLincoln's BirthdayCollege CLOSEDFull-time employees who are not scheduled to work on Saturdays will earn a compensatory holiday for February 12 <sup>th.</sup> CSEA employees will record it a as a Floating holiday.					
February 21	Monday	Washington's Birthday (Observed)	College OPEN		
May 30	Monday	Memorial Day	College CLOSED		
June 20	Monday	Juneteenth (Observed)	College CLOSED		

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 10MondayIndigenous Peoples' DayCollege OPENFor 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 8TuesdayElection DayCollege OPENElection 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	Christman Day (Observed)			

December 26 MondayChristmas Day (Observed)College CLOSEDUnder the Attendance Rules, when a holiday falls on a Sunday it is observed on the following<br/>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 <u>upolice@esf.edu</u> 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 4<sup>th</sup> 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.