



ADMINISTRATIVE UPDATE

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TO: The College Community

DATE: 11/9/21
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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 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 Saturday New Year's 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.

January 17 Monday Dr. Martin Luther King, Jr. Day College CLOSED

February 12 Saturday Lincoln's Birthday College CLOSED

Full-time employees who are not scheduled to work on Saturdays will earn a compensatory holiday for February 12th. CSEA employees will record it 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.

