



STATE UNIVERSITY OF NEW YORK  
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

## ADMINISTRATIVE UPDATE

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

**DATE:** 10/23/2024  
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**TO:** The College Community

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**SUBJECT:** 2025 State Holidays and Liberal Leave

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Listed below are the holidays for 2025 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	Wednesday	New Year's Day	College CLOSED
January 20	Monday	Dr. Martin Luther King, Jr., Day	College CLOSED
February 12	Wednesday	Lincoln's Birthday	College OPEN
Lincoln's Birthday is a floating holiday and unless announced otherwise, CSEA employees who work on Lincoln's Birthday will record it as a floating holiday on their timesheet.			
February 17	Monday	Washington's Birthday [Observed]	College OPEN
May 26	Monday	Memorial Day	College CLOSED
June 19	Thursday	Juneteenth	College CLOSED
July 4	Friday	Independence Day	College CLOSED
September 1	Monday	Labor Day	College CLOSED

<b>October 13</b>	<b>Monday</b>	<b>Indigenous Peoples Day</b>	<b>College OPEN</b>
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.			
<b>November 4</b>	<b>Tuesday</b>	<b>Election Day</b>	<b>College OPEN</b>
Election Day is a floating holiday and unless announced otherwise, CSEA employees who work on Election Day will record it as a floating holiday on their timesheet.			
<b>November 11</b>	<b>Tuesday</b>	<b>Veterans' Day</b>	<b>College OPEN</b>
<b>November 27</b>	<b>Thursday</b>	<b>Thanksgiving Day</b>	<b>College CLOSED</b>
<b>December 25</b>	<b>Thursday</b>	<b>Christmas Day</b>	<b>College CLOSED</b>

**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, Thursday**

**November 26, Wednesday**

**November 28, Friday**

For UUP-represented employees, see notes under October 13, Indigenous Peoples Day above.

**December 24, Wednesday – December 31, Wednesday**

**January 2, 2026, Friday**

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