**ADMINISTRATIVE UPDATE**

FROM: Rebecca Hoda-Kearse  
Executive People Officer  

DATE: **10/2/2023**  
11/3/2023  

VOL. 2023  
NO. 4

TO: The College Community

**SUBJECT:** 2024 State Holidays and Liberal Leave

Listed below are the holidays for 2024 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).

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
<th>College Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Monday</td>
<td>New Year’s Day</td>
<td>Closed</td>
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<tr>
<td>January 15</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr., Day</td>
<td>Closed</td>
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<tr>
<td>February 12</td>
<td>Monday</td>
<td>Lincoln’s Birthday [Observed]</td>
<td>Open</td>
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<tr>
<td>February 19</td>
<td>Monday</td>
<td>Washington’s Birthday [Observed]</td>
<td>Open</td>
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<tr>
<td>May 27</td>
<td>Monday</td>
<td>Memorial Day</td>
<td>Closed</td>
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<tr>
<td>June 19</td>
<td>Wednesday</td>
<td>Juneteenth</td>
<td>Closed</td>
</tr>
<tr>
<td>July 4</td>
<td>Thursday</td>
<td>Independence Day</td>
<td>Closed</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Lincoln’s Birthday is usually 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.
October 14  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 5  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  Monday  Veterans’ Day  College CLOSED OPEN

November 28  Thursday  Thanksgiving Day  College CLOSED

December 25  Wednesday  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 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 5, Friday

November 27, Wednesday

November 29, Friday
For UUP-represented employees, see notes under October 9, Columbus Day above.

December 23 – December 31
If you have any questions, please contact Ellen Brown in the Human Resources Office at 6613.