



STATE UNIVERSITY OF NEW YORK
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

ADMINISTRATIVE UPDATE

FROM: Ragan Squier
Executive Director for Administration

DATE: 10/15/2025

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TO: The College Community

SUBJECT: 2026 State Holidays and Liberal Leave

Listed below are the holidays for 2026 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 Thursday New Year's Day College CLOSED

January 19 Monday Dr. Martin Luther King, Jr., Day College CLOSED

February 12 Thursday Lincoln's Birthday College OPEN

Lincoln's Birthday is a floating holiday and will be treated as a regular work day. Employees will receive credit for a holiday to be used on a date of their choice. Credit for this floating holiday will be carried as a separate entry on time records and will not be merged with holiday leave or holiday compensatory time. For UUP represented employees, this is not a floating holiday.

February 16 Monday Washington's Birthday [observed] College OPEN

May 25 Monday Memorial Day College CLOSED

June 19 Friday Juneteenth College CLOSED

July 4 Saturday Independence Day College CLOSED

Full-time employees who are not scheduled to work on Saturdays will earn holiday leave for July 4 to be used at another time.

September 7 Monday Labor Day College CLOSED

October 12 Monday Indigenous Peoples Day College OPEN

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.

November 3 Tuesday Election Day College OPEN

Election Day is a floating holiday and will be treated as a regular work day. Employees will receive credit for a holiday to be used on a date of their choice. Credit for this floating holiday will be carried as a separate entry on time records and will not be merged with holiday leave or holiday compensatory time.

November 11 Wednesday Veterans' Day College OPEN

November 26 Thursday Thanksgiving Day College CLOSED

December 25 Friday 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. Supervisors are encouraged to approve employee requests. Employees who plan to work on these days must notify their supervisors who should send a list of employees working to the University Police Department at upolice@esf.edu. The heat and/or air conditioning will be reduced in most buildings on these days to achieve energy savings.

LIBERAL LEAVE DATES

July 3, Friday

July 4th may not be used for this day since it is not earned yet.

November 25, Wednesday

November 27, Friday

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

December 24, Thursday

December 28 - 31 Monday through Thursday

If you have any questions, please contact Ellen Brown in the Human Resources Office at 315-470-6613.