



HR Memorandum: Faculty and Staff Eligibility for State Holidays, July 5, 2017 - September 3, 2018  
To: Faculty and Staff  
From: Denise Szelest, Director of Human Resources Management

On the following page we have depicted by chart, the State faculty-staff eligibility for official State holidays for the period July 5, 2017 through September 3, 2018. Please note that consistent with past practice, after consultation with UUP, the President has designated Election Day as a floating holiday for calendar and college year staff in the Professional Services Negotiating Unit. Election Day will now be observed on Friday, November 24, 2017 (the day after Thanksgiving).

This year, the Governor's Office of Employee Relations has declared Election Day as a floating holiday for classified service employees represented by PEF and CSEA. All offices will be open on Tuesday, November 7, and employees in those units will be granted a compensatory day off. Employees may observe these holidays on dates of their choosing, after the holiday has occurred, subject to supervisory approval.

Since classes will not be in session on Friday, November 24, a "liberal leave" policy will be in effect on that date for classified service staff. Employees who so desire may take leave charged to appropriate accruals. For any employee who does not choose to take this day off, arrangements must be made for them to work. These provisions do not apply to employees who are needed for the performance of essential services; they are expected to work. UUP-represented employees who must work on this day should be granted a compensatory day in lieu of the Election Day holiday.

If you have questions regarding the chart, please feel free to call the Office of Human Resources Management at 7-4700.

	Professional Service			Classified Service		
Official State Holiday	Teaching	Acad. & Prof.	M/C	NYSCOPBA & PBANYS	CSEA, PEF, M/C	Remarks
<b>Labor Day</b> 9/4/2017 (Monday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
<b>Columbus Day</b> 10/9/2017 (Monday)	No	Yes*	Yes*	Yes	Yes	Classes in Session
<b>Election Day **</b> 11/7/2017 (Tuesday)	No	See Note (1)	See Note (2)	Yes	See Note (2)	Classes in Session
<b>Veterans' Day</b> 11/11/2017 (Saturday)	No	See Note (3)	See Note (3)	Yes	See Note (3)	Classes in Session
<b>Thanksgiving Day</b> 11/23/2017 (Thursday)	Yes	See Note (1)	Yes	Yes	Yes	Classes Suspended
<b>Christmas Day</b> 12/25/2017 (Monday)	Yes	Yes	Yes	Yes	Yes	University in Recess
<b>New Year's Day</b> 1/1/2018 (Monday)	Yes	Yes	Yes	Yes	Yes	University in Recess
<b>Martin L. King Jr. Day</b> 1/15/2018 (Monday)	Yes	Yes	Yes	Yes	Yes	University in Recess
<b>Lincoln's Birthday</b> 2/12/2018 (Monday)	No	See Note (2)	See Note (2)	Yes	See Note (2)	Classes in Session
<b>Washington's Birthday</b> 2/19/2018 (Monday)	No	Yes*	Yes*	Yes	Yes	Classes in Session
<b>Memorial Day</b> 5/28/2018 (Monday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
<b>Independence Day</b> 7/4/18 (Wednesday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
<b>Labor Day</b> 9/3/18 (Monday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended

\*When classes are in session, administrative offices may be open if they provide essential service or, in emergency situations, if approved by the appropriate Vice President.

(1) In addition to Thanksgiving being an official holiday, the President has scheduled the day after Thanksgiving (November 24, 2017) as an alternate date for the observance of Election Day.

(2) Floating Holiday: Employees may take either this date or a later alternate day off (for use within one year) subject to administrative approval.

(3) Saturday Holiday: Full-time and eligible part-time employees to be granted a day off (for use within one year) after the holiday, subject to administrative approval.