



Office of Human Resources/Employee Services
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MEMORANDUM

TO: All State Professional and Classified Employees
FROM: Human Resources
DATE: August 2011

The following is information on Holidays for the 2011/2012 academic year for CSEA, M/C, NYSCOPBA, PBANYS, PEF, and UUP Professional employees. If you have any questions please stop by our office or call us at x2509.

MONDAY, SEPTEMBER 5, 2011 - LABOR DAY

This is an official state holiday. Classes will be in session; therefore, supervisory discretion should be used to determine which employees may be required to work to conduct necessary business.

MONDAY, OCTOBER 10, 2011 - COLUMBUS DAY (OBSERVED)

This is an official state holiday. Classes will be in session; therefore, supervisory discretion should be used to determine which employees may be required to work to conduct necessary business.

TUESDAY, NOVEMBER 8, 2011 - ELECTION DAY

For CSEA, PEF, and M/C employees this has been designated as a floating holiday. CSEA, PEF and M/C classified employees should add this floating holiday to their timesheets. This holiday should be used no later than November 5, 2012 or it will be lost. For M/C professional employees a floating holiday will be added with November accruals. For UUP Professional, PBANYS and NYSCOPBA employees, this is a regular state holiday and since classes are in session, supervisory discretion should be used to determine which employees are required to work to conduct business.

FRIDAY, NOVEMBER 11, 2011 - VETERAN'S DAY

This is an official state holiday. Classes will be in session; therefore, supervisory discretion should be used to determine which employees may be required to work to conduct necessary business.

THURSDAY, NOVEMBER 24, 2011 - THANKSGIVING DAY

This is an official state holiday. The College will be closed with the exception of those employees required to maintain essential services in the Heating Plant and University Police.

FRIDAY, NOVEMBER 25, 2011 - DAY AFTER THANKSGIVING

The College has adopted a policy encouraging liberal leave on this day. Employees are encouraged to take the day off and charge appropriate accruals (vacation, personal, holiday or compensatory time). For UUP professional employees, the President has designated this day to be used in exchange for Lincoln's Birthday, 2012. If an employee wishes to work, they should speak with their supervisor, who will in turn contact Human Resources to determine a work location.

SUNDAY, DECEMBER 25, 2011 - CHRISTMAS DAY

This is an official state holiday. As this holiday falls on a Sunday, the holiday will be observed on **Monday, December 26, 2011**. The College will be closed with the exception of those employees required to maintain essential services in the Heating Plant and University Police.

SUNDAY, JANUARY 1, 2012 - NEW YEARS DAY

This is an official state holiday. As this holiday falls on a Sunday, the holiday will be observed on **Monday, January 2, 2012**. The College will be closed with the exception of those employees required to maintain essential services in the Heating Plant and University Police.

MONDAY, JANUARY 16, 2012 - MARTIN LUTHER KING, JR. DAY

This is an official state holiday. The College will be closed with the exception of those employees required to maintain essential services in the Heating Plant and University Police.

SUNDAY, FEBRUARY 12, 2012 - LINCOLN'S BIRTHDAY

As this holiday falls on a Sunday, the holiday will be observed on **Monday, February 13, 2012**. For CSEA, PEF, and M/C employees this is a floating holiday. CSEA, PEF and M/C classified employees should add this floating holiday to their timesheets. This holiday should be used before February 11, 2013 or it will be lost. For M/C professional employees a floating holiday will be added with February accruals. For UUP employees, this holiday has been designated by the President to be used on the day after Thanksgiving, 2011. For PBANYS and NYSCOPBA employees, this is a regular state holiday. As classes are in session, supervisory discretion should be used to determine which employees are required to work to conduct business.

MONDAY, FEBRUARY 20, 2012 - WASHINGTON'S BIRTHDAY (OBSERVED)

This is an official state holiday. Classes will be in session; therefore, supervisory discretion should be used to determine which employees may be required to work to conduct necessary business.

MONDAY, MAY 28, 2012 - MEMORIAL DAY (OBSERVED)

This is an official state holiday. The College will be closed with the exception of those employees required to maintain essential services in the Heating Plant and University Police.