



TO: Faculty and Staff

FROM: Denise Szelest, Director of Human Resources Management

DATE: August 20, 2019

SUBJECT: Faculty and Staff Eligibility for State Holidays, September 2019-September 2020

On the following page we have depicted by chart, the State faculty-staff eligibility for official State holidays from September 2019 through September 2020. The President has designated Election Day and Lincoln's Birthday as floating holidays for calendar and college year staff in the Professional Services Negotiating Unit. Election Day will now be observed on Friday, November 29, 2019 (the day after Thanksgiving), and Lincoln's Birthday will be observed on a date of the employee's choosing, on or after February 12, 2020, subject to supervisory approval.

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, in addition to Lincoln's Birthday. Accordingly, all offices will be open on Tuesday, November 5, 2019 and employees in those units will be granted a compensatory day off. Employees may observe these holidays on dates of their choosing, on or after the holiday has occurred, subject to supervisory approval.

Since classes will not be in session on Friday, November 29, 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 (518) 437-4700.

Official State Holiday	Professional Service			Classified Service		Remarks
	Teaching	Acad. & Prof.	M/C	NYSCOPBA & PBANYS	CSEA, PEF, M/C	
Labor Day 9/2/2019 (Monday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
Columbus Day 10/14/2019 (Monday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
Election Day 11/5/2019 (Tuesday)	No	See Note (1)	See Note (2)	Yes	See Note (2)	Classes in Session
Veterans' Day 11/11/2019 (Monday)	No	Yes	Yes	Yes	Yes	Classes in Session
Thanksgiving Day 11/28/2019 (Thursday)	Yes	See Note (1)	Yes	Yes	Yes	Classes Suspended
Christmas Day 12/25/2019 (Wednesday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
New Year's Day 1/1/2020 (Wednesday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
Martin L. King, Jr. Day 1/20/2020 (Monday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
Lincoln's Birthday 2/12/2020 (Wednesday)	No	See Note (2)	See Note (2)	Yes	See Note (2)	Classes in Session
Washington's Birthday 2/17/2020 (Monday)	No	Yes	Yes	Yes	Yes	Classes in Session
Memorial Day 5/25/2020 (Monday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
Independence Day 7/4/2020 (Saturday)	Yes	Yes	Yes	Yes	Yes	Classes Suspended
Labor Day 9/7/2020 (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 29, 2019) as an alternate date for the observance of Election Day.

(2) Floating Holiday: Employees may take the floating holiday or a later, alternate day off (for use within one year) subject to administrative approval.

(3) Saturday Holiday: Employees to be granted a compensatory day off (for use within one year) after the holiday, subject to administrative approval.

