TO:       University Employees

FROM:    Denise Szelest, Senior Director of Human Resources

Below are the dates for official State holidays from September 2021 through August 2022. A few special notes:

**Holiday Leave Eligibility:**
- Employees must be covered by time and attendance rules.
- Only UUP calendar year and college year employees (not academic employees) are eligible for holiday leave.
- Part-time employees’ regular schedule must include a holiday to receive holiday leave pay.
- Classes may be in session on some holidays.

**Election Day:** UUP calendar year or college year employees will observe Election Day on Friday, November 26, 2021 (the day after Thanksgiving) as designated by the President. MC, CSEA and PEF employees have Election Day as a floating holiday and may observe the holiday on or after Tuesday, November 2, 2021, subject to supervisory approval.

**Day After Thanksgiving:** For MC, CSEA and PEF employees liberal leave will be in effect but such employees may not be required to take this day off. As noted above, this is the designated Election Day holiday for UUP represented employees.

**Lincoln’s Birthday:** This is a floating holiday and falls on a Saturday in 2022. Employees may observe this holiday within one year after February 12, 2022, subject to supervisory approval.

**Juneteenth:** When a holiday falls on a Sunday it is observed on the following Monday.

**Saturday Holiday:** Eligible employees to be granted a compensatory day off for use within one year of the holiday with supervisory approval.

All employees eligible for holiday leave shall be provided a day off at a later date if required to work on an official state holiday. Holiday time earned must be used within one year.

<table>
<thead>
<tr>
<th>Labor Day</th>
<th>Columbus Day</th>
<th>Election Day</th>
<th>Veterans Day</th>
<th>Thanksgiving Day</th>
<th>Christmas Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/6/2021 (Mon)</td>
<td>10/11/2021 (Mon)</td>
<td>11/2/2021 (Tues)</td>
<td>11/11/2021 (Thu)</td>
<td>11/25/2021 (Thu)</td>
<td>12/25/2021 (Sat)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Martin Luther King Jr. Day</th>
<th>Lincoln’s Birthday</th>
<th>Washington’s Birthday</th>
<th>Memorial Day</th>
<th>Juneteenth</th>
<th>Independence Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2022 (Sat)</td>
<td>1/17/2022 (Mon)</td>
<td>2/12/2022 (Sat)</td>
<td>2/21/2022 (Mon)</td>
<td>5/30/2022 (Mon)</td>
<td>06/20/2022 Observed (Mon)</td>
<td>7/4/2022 (Mon)</td>
</tr>
</tbody>
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Questions should be directed to Time Records: timerecords@albany.edu or (518) 437-4700.