



HR Memorandum: Faculty and Staff Eligibility for State Holidays, July 5, 2016 – July 4, 2017

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, 2016 through July 4, 2017. Please note that consistent with past practice, after consultation with UUP, 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 25, 2016 (the day after Thanksgiving), and Lincoln's Birthday will be observed on a date of the employee's choosing, after February 12, 2017, 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 8, 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 25, 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.



Official State Holiday	PROFESSIONAL SERVICE			CLASSIFIED SERVICE		Remarks
	Teaching	Acad. & Prof.	M/C	Security	CSEA, PEF & M/C	
September 5, 2016 (Mon.) Labor Day	Yes	Yes	Yes	Yes	Yes	Classes Suspended
October 10, 2016 (Mon.) Columbus Day	No	Yes*	Yes*	Yes	Yes	Classes in Session
November 8, 2016 (Tues.) Election Day	No	See Note (1)	See Note (2)	Yes	See Note (2)	Classes in Session
November 11, 2016 (Fri.) Veterans' Day	No	Yes*	Yes*	Yes	Yes	Classes in Session
November 24, 2016 (Thurs.) Thanksgiving Day	Yes	See Note (1)	Yes	Yes	Yes	Classes Suspended
December 25, 2016 (Tues.) Christmas Day	Yes	Yes	Yes	Yes	Yes	University in Recess
January 1, 2017 (Mon.) New Year's Day	Yes	Yes	Yes	Yes	Yes	University in Recess
January 16, 2017 (Mon.) Martin L. King's Birthday	Yes	Yes	Yes	Yes	Yes	University in Recess
February 12, 2017 (Tues.) Lincoln's Birthday	No	See Note (3)	See Note (3)	Yes	See Note (3)	Classes in Session
February 20, 2017 (Mon.) Presidents' Day	No	Yes*	Yes*	Yes	Yes	Classes in Session
May 31, 2017 (Mon.) Memorial Day	Yes	Yes	Yes	Yes	Yes	Classes Suspended
July 4, 2017 (Wed.) Independence Day	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 25, 2016) as an alternate date for the observance of Election Day.

(2) Floating Holiday: Employees may take either November 8, 2016 or a later alternate day off subject to administrative approval.

(3) Floating Holiday: Employees may take either February 12, 2017 or a later alternate day off subject to administrative approval. The Floating Holiday must be used within one year.

(4) Sunday Holiday: These holidays will be observed on the following Monday.