MEMORANDUM

TO: NYSCOPBA and PBANYS Employees

FROM: Judith Dorsey
Vice President for Human Resources and Campus Ethics Officer

RE: HOLIDAY SCHEDULE FOR 2018

DATE: November 6, 2017

The State of New York has designated the following dates as holidays in 2018:

- New Year’s Day: Monday, January 1, 2018
- Dr. Martin Luther King, Jr. Day: Monday, January 15, 2018
- Lincoln’s Birthday: Monday, February 12, 2018
- Washington’s Birthday (Observed)*: Monday, February 19, 2018
- Memorial Day: Monday, May 28, 2018
- Independence Day: Wednesday, July 4, 2018
- Labor Day: Monday, September 3, 2018
- Columbus Day: Monday, October 8, 2018
- Election Day: Tuesday, November 6, 2018
- Veterans’ Day (Observed): Monday, November 12, 2018
- Thanksgiving Day: Thursday, November 22, 2018
- Christmas Day: Tuesday, December 25, 2018

* Also known as Presidents’ Day

PBANYS and NYSCOPBA employees eligible to observe holidays will receive compensatory time off for holidays scheduled on a pass day, or Saturday if they are not assigned to work. Employees eligible to observe holidays who are required to work on a holiday will receive additional compensation, or, if they have elected to waive such additional compensation, compensatory time off. Eligible part-time employees are entitled to observe only those holidays that fall on their normal workdays.

Under the NYS Department of Civil Service –Time and Attendance Rules, when a holiday falls on a Sunday (i.e. Veterans’ Day) it is to be observed the following Monday. Accordingly, Veterans’ Day will be observed on Monday, November 12, 2018.

If additional information is needed, please contact the Office of Labor Relations at Extension 3019.

cc: Vincent Cardozo