MEMORANDUM

TO: UUP Employees
FROM: Judith Dorsey
Vice President for Human Resources & Chief Diversity Officer

SUBJECT: HOLIDAY SCHEDULE: 2018-2019 ACADEMIC YEAR

DATE: July 12, 2018

The following dates are designated as holidays for the 2018-2019 academic year:

- 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
- New Year's Day: Tuesday, January 1, 2019
- Dr. Martin Luther King, Jr. Day: Monday, January 21, 2019
- Lincoln's Birthday**: Tuesday, February 12, 2019
- Washington's Birthday (Observed): Monday, February 18, 2019
- Memorial Day: Monday, May 27, 2019
- Independence Day: Thursday, July 4, 2019

*Inasmuch as the UUP Agreement allows the President to designate up to two floating holidays per year, Election Day – Tuesday, November 6, 2018 is designated as a floating holiday. **Additionally, the Department of Civil Service designated Lincoln’s Birthday – Tuesday, February 12, 2019 as a floating holiday. Downstate will be open for business as usual on floating holidays. Employees scheduled to work must obtain prior supervisory approval to observe these holidays or alternative days.

Employees (including part-time employees) eligible to observe holidays who are required to work on a holiday (i.e. where clinical and other services/operations are open) will receive a compensatory day off for each holiday worked (one and one-half compensatory days for Thanksgiving and Christmas). Compensatory days off shall be scheduled at times mutually convenient to the employee and the University, and must be used within one year of accrual or forfeited. If additional information is needed, please call the Office of Labor Relations at Extension 3019.

cc: Vice Presidents
Deans
Department Chairs
Unit Heads