



**MEMORANDUM**

**TO:** UUP Employees

**FROM:** Adriana Conde *AC*  
Assistant Vice President for Employee and Labor Relations

**SUBJECT:** **HOLIDAY SCHEDULE: 2023-2024 ACADEMIC YEAR**

**DATE:** July 25, 2023

The following dates are designated as holidays for the 2023-2024 academic year:

Labor Day	Monday	September 4, 2023
Columbus Day	Monday	October 9, 2023
Election Day*	Tuesday	November 7, 2023
Veterans' Day	Saturday	November 11, 2023
Thanksgiving Day	Thursday	November 23, 2023
Christmas Day	Monday	December 25, 2023
New Year's Day	Monday	January 1, 2024
Dr. Martin Luther King, Jr. Day	Monday	January 15, 2024
Lincoln's Birthday*	Monday	February 12, 2024
Washington's Birthday (Observed)	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
Independence Day	Thursday	July 4, 2024

\*Election Day (**Tues., Nov. 7, 2023**) and Lincoln's Birthday (**Mon., Feb. 12, 2024**) have been designated as floating holidays. 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) eligible to observe holidays but are required to work on a holiday (i.e. where clinical and other services/operations are open) will receive compensatory time off for each holiday worked (1.5 compensatory days for Thanksgiving and Christmas, and 1 compensatory day for New Year's Day), or, if they have elected to waive such compensatory time, additional compensation of equivalent value for work on those holidays. Employees eligible to observe holidays will receive compensatory time off for holidays scheduled on Saturday, i.e. Veteran's Day, if they are not scheduled to work. Compensatory days off shall be scheduled at times mutually agreeable to the employee and the University and must be used within 1-year of accrual. Please contact the Office of Employee and Labor Relations at extension 3019 for more information.

cc: Vice Presidents  
Deans  
Department Chairs  
Unit Heads