



MEMORANDUM

To: Deans, Department Chairs, Department Administrators, Principal Investigators and Research Foundation Employees

FROM: Gary Leipzig
Associate Director – HR, Research Administration

DATE: August 1, 2024

RE: **Holiday Schedule 2024**

The following six (6) dates have been designated holidays in 2024:

| HOLIDAY | DAY | DATE |
|------------------|-----------|-------------------|
| Labor Day | Monday | September 2, 2024 |
| Columbus Day | Monday | October 14, 2024 |
| Election Day* | Tuesday | November 5, 2024 |
| Veteran’s Day | Monday | November 11, 2024 |
| Thanksgiving Day | Thursday | November 28, 2024 |
| Christmas Day | Wednesday | December 25, 2024 |

Election Day has been designated as a floating holiday. If additional floating holidays are designed or changed, it will be announced. Employees must obtain prior supervisory approval to observe these holidays or alternate days. Any alternative day selected must be used within one year. *Employees eligible to observe holidays shall be granted an alternate day off for holidays they requested to work. Alternate days off shall be scheduled at times mutually convenient to the employee and the Department, and must be used within one year of accrual or forfeited.*

Eligible part-time employees are entitled to observe only those holidays that fall on their normal workdays.

If you have any questions, please send an email to: RF_HR_Payroll@downstate.edu.