

# Morrisville State College

## 2018 – 2019 Holiday Staffing / Office Hours

College offices are expected to be appropriately covered from 8:00 AM to 4:30 PM, Monday to Friday, unless otherwise noted. Individuals should contact their supervisor with questions regarding staffing needs for their area.

When holidays fall during periods when classes are in full session, there is an expectation that services that support or impact students directly will be at least minimally staffed. These areas include but are not limited to the Library, Student Health Center, Residential Life, Student Activities, academic support services and school offices, cleaning staff, and student support areas on the Norwich campus.

There are essential services that impact the safety of the campus that need to be at least minimally staffed at all times, even when classes are not in session. These areas include University Police, Heating Plant, and Agricultural Facilities. In addition, even when classes are not in session other staffing may be required to accommodate activities unique to specific areas.

<b>Date</b>	<b>Holiday/Other</b>	<b>Staffing Remarks</b>
Wednesday, July 4, 2018	July 4th	College closed except for essential services. Regular holiday for University Police.
Monday, August 20, 2018	Regular office hours resume	Regular office hours return to 8:00 AM to 4:30 PM, Monday to Friday.
Monday, September 3, 2018	Labor Day	Classes are in session.
Monday, October 8, 2018	Columbus Day	Classes are not in session (Fall break).
Tuesday, October 9, 2018	Fall Break	Normal business day; classes are not in session.
Tuesday, November 6, 2018	Election Day	Normal business day; classes are in session. Floating holiday earned for UUP, CSEA, PEF & M/C staff. Regular holiday for University Police.
Monday, November 12, 2018	Veterans' Day	Classes are in session.
Thursday, November 22, 2018	Thanksgiving Day	College closed except for essential services.
Friday, November 23, 2018	Day after Thanksgiving	Classes are not in session. The college is closed for UUP professionals in lieu of Lincoln's Birthday. Time off is chargeable to leave accruals or leave without pay for all other employees.

<b>Date</b>	<b>Holiday/Other</b>	<b>Staffing Remarks</b>
Monday, December 17 to Monday, December 24, 2018	Change in Regular Hours	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Time off is chargeable to leave accruals or leave without pay may be requested.
Tuesday, December 25, 2018	Christmas Day	College closed except for essential services.
Wednesday, December 26 to Monday, December 31, 2018	Change in Regular Hours	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Time off is chargeable to leave accruals or leave without pay may be requested.
Tuesday, January 1, 2019	New Year's Day	College closed except for essential services.
Wednesday, January 2 to Friday, January 18, 2019	Change in Regular Hours	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume Monday, January 21, 2019.
Monday, January 21, 2019	Martin Luther King Day	Classes are in session; first day of classes for spring semester.
Tuesday, February 12, 2019	Lincoln's Birthday	Classes are in session; College open for normal business hours. Floating holiday for CSEA, PEF & M/C staff. Regular holiday for University Police. UUP employees received the day after Thanksgiving in lieu of this day.
Monday, February 18, 2019	Presidents' Day	Classes are in session.
Monday, March 11 to Friday, March 15, 2019	Spring Break	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume Monday, March 18, 2019.
Monday, May 13, 2019	Summer Hours begin	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume on Monday of the week before fall classes start.
Monday, May 27, 2019	Memorial Day	College closed except for essential services.

\* When regular office hours are adjusted to 8:00 AM to 4:00 PM, employees should adjust their schedules to a one-half hour lunch period during the week. In situations where there is more than one person working, lunch breaks should be staggered to allow for continuous office coverage during the lunch period.