

# SUNY Morrisville

## 2021 – 2022 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>
Sunday, July 4, 2021	July 4th	College closed except for essential services. Regular holiday for University Police.
Monday, August 20, 2021	Regular office hours resume	Regular office hours return to 8:00 AM to 4:30 PM, Monday to Friday.
Monday, September 6, 2021	Labor Day	Classes are in session.
Monday, October 11, 2021	Columbus Day	Classes are not in session (Fall break).
Tuesday, October 12, 2021	Fall Break	Normal business day; classes are not in session.
Tuesday, November 2, 2021	Election Day	Normal business day; classes are in session. Floating holiday earned for UUP, CSEA, PEF & M/C staff. Regular holiday for University Police.
Thursday, November 11, 2021	Veterans' Day	Classes are in session.
Thursday, November 25, 2021	Thanksgiving Day	College closed except for essential services.
Friday, November 26, 2021	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.

Monday, December 13 to Friday, December 24, 2021	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.
Saturday, December 25, 2021	Christmas Day	College closed except for essential services. (Pass holiday)
Monday, December 27 to Friday, December 31, 2021	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.
Saturday, January 1, 2022	New Year's Day	College closed except for essential services. (Observed Monday January 3, 2022)
Tuesday, January 3 to Friday, January 14, 2022	Change in Regular Hours	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume Tuesday, January 18, 2022.
Monday, January 17, 2022	Martin Luther King Day	Classes are not in session.
Tuesday, January 18, 2022	Regular office hours resume	Regular office hours return to 8:00 AM to 4:30 PM, Monday to Friday.
Saturday, February 12, 2022	Lincoln's Birthday	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 21, 2022	Presidents' Day	Classes are in session.
Monday, March 14 to Friday, March 18, 2022	Spring Break	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume Monday, March 21, 2022.
Monday, May 16, 2022	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 30, 2022	Memorial Day	College closed except for essential services.
Sunday, June 19, 2022	Juneteenth	Pass holiday

\* 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.