⊘NYCREATES

RESEARCH FOUNDATION HOLIDAY SCHEDULE – 2023

HOLIDAY	DAY	DATE
New Year's Day	Sunday	January 1, 2023
Martin Luther King's Birthday	Monday	January 16, 2023
Lincoln's Birthday	Sunday	February 12, 2023
Washington's Birthday (observed)	Monday	February 20, 2023
Memorial Day	Monday	May 29, 2023
Juneteenth	Monday	June 19, 2023
Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Columbus Day	Monday	October 9, 2023
Election Day	Tuesday	November 7, 2023
Veteran's Day	Saturday	November 11, 2023
Thanksgiving Day	Thursday	November 23, 2023
Christmas Day	Monday	December 25, 2023

Offices *may or may not* be open on the above holidays. Closures will differ depending on the services an office provides. To determine if your office is closed on above listed days, you should consult your manager. Employees required to work on a holiday will receive holiday leave credit to be used at a later date (holiday leave requests are subject to supervisory approval).

The Research Foundation encourages employees to use holiday leave within a reasonable period of time (i.e., within 1 calendar year). Holiday leave may not be used to extend an employee's termination date. Holiday leave must be used on an RF holiday regardless of the reason absent.

Full-time employees:
- Regardless of their work schedule, will receive holiday leave accruals for all holidays whether the employee is scheduled to work that day or not. The maximum holiday leave credited will be 7.5 hours for a 37.5 hour workweek or 8 hours for a 40-hour workweek.

Part-time employees:
- **Must have an Employee Work Schedule on file with SUNY Poly Human Resources** showing that the employee is regularly scheduled to work the day of the holiday, in order to be eligible to earn the holiday leave.

- Who take leave on a holiday will receive pay for the hours that he/she is regularly scheduled to work, up to a maximum of 8 hours. If the employee works on a holiday, he/she will earn the holiday leave for the hours indicated on his/her work schedule on file with SUNY Poly Human Resources, up to a maximum of 8 hours.

- Exempt employees must charge holiday time in .25 day increments (i.e. absent for 2 hours must charge .25 of a day) and nonexempt regular employees must charge holiday time in 15 minute increments (i.e. leave work at 8 minutes after the hour, must show out time to the next 15 minute increment)

For all employees:
- **Holiday leave, if not used before termination of employment, will be lost.**

Employees assigned to the following student title(s) are not eligible to receive holiday leave: Research Project Assistant, Project Instructional Assistant, Research Aide, Senior Research Aide, and Student Camp Counselor.