

# 2017 CALENDAR

This information is subject to change pursuant to direction from the New York State Department of Civil Service and pending results of current contract negotiations. This holiday calendar can also be found on this site:  
[www.upstate.edu/payroll/pdf/calendar/general/upstate\\_annual\\_calendar.pdf](http://www.upstate.edu/payroll/pdf/calendar/general/upstate_annual_calendar.pdf)

Sun.	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.
<b>JANUARY</b>						
1 Hanukkah Ends / New Year's Day*	2 New Year's Day (Observed)	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Dr. Martin Luther King Jr. Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>FEBRUARY</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>MARCH</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>APRIL</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## STATE HOLIDAY TYPE KEY:

- \* When a holiday falls on a Sunday, it is generally observed on the following Monday for a New York State or Research Foundation employee who is entitled to time off with pay on days observed as holidays by the State as an employer.
- \*\* The status of Election Day as a floating holiday has not yet been determined by the State.
- \*\*\* Saturday Holidays – When a holiday falls on an employee's regular scheduled day off (pass day), an employee (both NYS & RF) who is entitled to time off with pay on days observed as holidays by the State, shall be granted compensatory time off. A compensatory day off in lieu of the holiday will be scheduled at times mutually convenient to the employee and Upstate. Eligible Classified Service employees (i.e. CSEA and PEF) scheduled or directed to work on any such Saturday may receive additional compensation in lieu such compensatory time in accordance with State rules.

**RED:** All Upstate units and departments on holiday schedule, staffing for essential services only. Eligible employees in CSEA and PEF bargaining units scheduled or directed to work on red holidays will earn a compensatory day off to be used at a mutually convenient date, or will earn additional pay for time worked based on chosen option. Eligible employees in the UUP bargaining unit, Research Foundation (RF) and Management/Confidential (M/C) designated employees who are required to work, shall receive a compensatory day off to be used at a mutually convenient date. For eligible CSEA and PEF represented employees, time worked on Thanksgiving and/or Christmas will be earned (compensatory time or additional compensation, based on employee's chosen option) at a rate of time and one-half. Eligible UUP represented employees, who are required to work Thanksgiving and/or Christmas shall be granted one and one half compensatory days off to be scheduled at

times mutually convenient to the employee and Upstate. For UUP and CSEA (ASU and OSU only) represented employees and M/C designated employees, accruals (holiday comp) must be used within one year of accrual or forfeited.

**PINK:** All Upstate units and departments, including Hospital departments, are on adjusted staffing, based on departmental operating needs and provision of essential services. For UUP represented employees only, the day after Thanksgiving is designated by the President of Upstate as a floating holiday in lieu of Washington's Birthday (observed). All other eligible employees (CSEA, PEF, RF, and M/C) whose requests for time off are approved must charge the time to appropriate accruals. Employees who wish to work must be permitted to do so if it is their normally scheduled workday.

**GREEN:** All hospital services, units and departments continue on regular operative schedules. All other Upstate units and departments must be operative. Departments must: (1) canvass for volunteers; then (2) assign employees on a seniority basis (job function and shift) for staffing sufficient to maintain regular operations. Eligible CSEA and PEF represented employees scheduled or directed to work will earn a compensatory day to be used at a mutually convenient date or will earn additional pay for time worked based on chosen option. Eligible RF, unclassified M/C and UUP represented employees required to work, shall be granted a compensatory day off for use at a mutually convenient date. Washington's Birthday (observed) shall be a regular workday for UUP represented employees. For UUP and CSEA (ASU & OSU only) represented employees and M/C designated employees, accruals (holiday comp) must be used within one year of accrual or forfeited.

**PALE GREEN:** For all Upstate units and departments, the State has designated this day as a floating holiday for eligible employees. This designation will apply to both eligible State and RF employees. Employees who are not scheduled to work or are scheduled or directed to work who are eligible to observe holidays, will receive a compensatory day off to be used at a mutually convenient date. The floating holiday may be charged in quarter hour increments for CSEA and PEF represented employees. The accrued holiday must be used no later than February 11, 2018, for CSEA and PEF represented employees.

Sun.	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.
<b>MAY</b>						
1 ON MY OWN TIME thru 5/31	2	3	4	5	6 National Nurses Week May 6 - 12	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>JUNE</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>JULY</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>AUGUST</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sun.	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.
<b>SEPTEMBER</b>						
1 NATIONAL HISTORIC HERITAGE MONTH Sept. 15 - Oct. 15	2 Eid al-Adha	3	4 Labor Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>OCTOBER</b>						
1	2	3	4	5	6	7
8	9 Columbus Day	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>NOVEMBER</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>DECEMBER</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# UPSTATE

## MEDICAL UNIVERSITY

### ACADEMIC CALENDARS

COLLEGES OF MEDICINE • HEALTH PROFESSIONS • NURSING • GRADUATE STUDIES

This holiday calendar can also be found on this site: [www.upstate.edu/payroll/pdf/calendar/general/upstate\\_annual\\_calendar.pdf](http://www.upstate.edu/payroll/pdf/calendar/general/upstate_annual_calendar.pdf)

#### SPRING 2017

##### COLLEGE

COGS/CHP/CON	Dec 19 - Jan 13	Nonmatriculated Student Registration
COGS	Wed Jan 4	<b>SPRING SEMESTER Begins</b>
CHP/COM	Mon Jan 9	<b>SPRING SEMESTER Begins</b>
All	Mon Jan 16	Martin Luther King Day - No Classes
CON	Tues Jan 17	<b>SPRING SEMESTER Nursing Courses Begin</b>
All	Tues Jan 17	30% Tuition Liability for full semester courses (except Nursing courses)
COGS/CHP/CON	Fri Jan 20	Last Day to Add or Drop courses without a late fee
CHP/CON	Fri Jan 20	Last Day to Drop a full semester course without a grade
All	Mon Jan 23	50% Tuition Liability for full semester courses (30% Nursing courses)
All	Mon Jan 30	70% Tuition Liability for full semester courses (50% Nursing courses)
All	Mon Feb 6	100% Tuition Liability for full semester courses (70% Nursing courses)
CHP	Sat Feb 25	Spring Vacation Begins Perfusion Sr and Rad Ther Sr Students
CON	Mon Feb 13	100% Tuition Liability for Nursing courses
CHP/CON	Fri Mar 3	Mid-Semester Grades Due
CHP/CON	Sat Mar 4	Spring Vacation Begins (except 3rd year DPT, Perfusion Sr, PA and Rad Ther Sr)
CHP	Mon Mar 6	Classes Resume Perfusion Sr and Rad Ther Sr Students
CHP/CON	Mon Mar 13	Classes Resume (except 3rd year DPT, Perfusion Sr, PA and Rad Ther Sr)
CHP/CON	Mar 13-24	Summer Semester Open Enrollment - Matriculated Students
COGS/CHP	Sat Mar 18	Spring Vacation Begins Graduate Studies Students and PA Students
CHP/CON	Mar 27 - April 14	Fall Semester Open Enrollment - Matriculated Students
COGS/CHP	Mon Mar 27	Classes Resume Graduate Studies and PA Students
CHP/CON	Wed Mar 29	75% of the Semester Completed (WP/WF grades assigned)
COM	Fri Mar 31	Last Day of Classes MSII
All	Apr 11 - 18	Passover - contact faculty if unable to attend due to religious beliefs
All	Fri April 14	Good Friday - contact faculty if unable to attend due to religious beliefs
CHP/CON	Mon April 24	Last Day of Classes (except DPT Year 3 and PA)
CHP/CON	Tues April 25	Study Day
CHP/CON	Apr 26 - May 1	Final Exams (No exams on Sunday)
CHP/CON	Thur May 4	Student Evaluation Committee Meeting
CON/CHP/COM	Fri May 5	Spring Semester Ends - MSIV, Nursing, & Health Professions (except DPT Year 3 and PA)
COM	Mon May 15	Deadline to Sit for USMLE Step 1 (Class of 2019)
COM	Fri May 19	Spring Semester Ends MSII
All	Sun May 21	<b>COMMENCEMENT Ceremony</b>
All	Sun May 21	<b>Degree Conferral for Spring Graduates</b>
COM	Sun May 28	Semester Ends MSI and MSIII
All	Mon May 29	Memorial Day - No Classes
COM/COGS/CHP	Fri June 9	Semester Ends Graduate Studies, DPT Year 3, and PA
All	Sat June 10	Alternate Degree Conferral for Spring Graduates

#### SUMMER 2017

##### COLLEGE

CHP/CON	Apr 24 - May 12	Nonmatriculated Student Registration
	Mon May 8	<b>SUMMER SEMESTER Begins</b>
CHP/CON	Fri May 12	Last Day to Add or Drop courses without a late fee
CHP/CON	Fri May 12	Last Day to Drop a full semester course without a grade
CHP/CON	Mon May 15	30% Tuition Liability for full semester courses
CHP/CON	Mon May 22	50% Tuition Liability for full semester courses
All	Mon May 29	Memorial Day - No Classes
CHP/CON	Tues May 30	70% Tuition Liability for full semester courses
CHP/CON	Mon June 5	100% Tuition Liability for full semester courses
CHP	Sat June 17	Med Tech & Med Biotech vacation begins
CHP	Sat June 24	Perfusion vacation begins
CHP	Mon June 26	Med Tech & Med Biotech Classes Resume
CHP	Wed June 28	Last Day of Arts and Sciences Classes
CHP	Mon July 3	Perfusion Classes Resume
All	Tues July 4	Independence Day Observed - No Classes
CON	Wed July 5	Last Day of Classes for Nursing
CHP	Fri July 7	Last Day of Classes for Medical Imaging BPS
CHP	Fri July 21	Last Day of Classes Respiratory Care
CHP	Fri July 28	Last Day of Classes for Med Tech Jr & Med Biotech Jr
CHP	Fri Aug 4	Last Day of Classes for Medical Imaging BS
CHP	Fri Aug 11	Last Day of Classes for Rad Ther Jr
CHP	Fri Aug 18	Last Day of Classes for Perfusion and Transitional DPT
CHP	Tues Aug 22	Student Evaluation Committee Meeting
CHP/CON	Tues Aug 22	Summer Semester Ends
All	Wed Aug 30	<b>Degree Conferral for Summer Graduates</b>

#### FALL 2017

##### COLLEGE

CHP	Mon May 8	<b>Med Scholars Year 2 Semester Begins</b>
COM	Mon May 15	Deadline to Sit for USMLE Step 1 (Class of 2019)
COM	May 22-26	Clinical Orientation MS III (Required) **Syracuse students only**
COM	Mon May 29	Memorial Day - No Classes
COM	Tues May 30	<b>MS III &amp; MS IV Fall Semester Begins</b>
All	June 8-9	New Student Orientation (as assigned)
All	Mon June 12	<b>Fall Semester Begins for PT Program</b>
All	Mon June 26	E'id al-Fitre - contact faculty if unable to attend due to religious beliefs
All	Tues July 4	Independence Day Observed - No Classes
COGS	Jul 24 - Aug 4	Fall Semester Open Enrollment - Matriculated Students
COM	Aug 10-11	New Student Orientation (as assigned)
COM	Mon Aug 14	<b>MSI and MSII Fall, Med Scholars Year 1 Semester Begins</b>
COGS/CHP/CON	Aug 14 - Sept 1	Nonmatriculated Student Registration
All	Aug 24-25	New Student Orientation (as assigned)
All	Mon Aug 28	<b>FALL SEMESTER Begins (except as otherwise noted)</b>
All	Sat Sept 2	E'id al-Adha - contact faculty if unable to attend due to religious beliefs
All	Mon Sept 4	Labor Day - No Classes
COGS/CHP/CON	Tues Sept 5	30% Tuition Liability for full semester courses
COGS/CHP/CON	Fri Sept 8	Last Day to Add or Drop courses without a late fee
CHP/CON	Fri Sept 8	Last Day to Drop a full semester course without a grade
COGS/CHP/CON	Mon Sept 11	50% Tuition Liability for full semester courses
COGS/CHP/CON	Mon Sept 18	70% Tuition Liability for full semester courses
All	Fri Sept 22	Rosh Hashanah - contact faculty if unable to attend due to religious beliefs
COGS/CHP/CON	Mon Sept 25	100% Tuition Liability for full semester courses
All	Sat Sept 30	Yom Kippur - contact faculty if unable to attend due to religious beliefs
All	Mon Oct 9	Columbus Day - No Classes
CHP/CON	Tues Oct 10	Fall Break - No Classes (Except PA students)
CHP/CON	Fri Oct 20	Mid-Semester Grades Due
CHP/CON	Oct 23 - Nov 10	Spring Semester Open Enrollment-Matriculated Students
CHP/CON	Fri Nov 10	75% of the Semester Completed (WP/WF grades assigned)
All	Thurs Nov 23	THANKSGIVING Vacation Begins
COGS	Nov 27 - Dec 8	Spring Semester Open Enrollment-Matriculated Students
All	Mon Nov 27	Classes Resume
CHP/CON	Mon Dec 11	Last Day of Classes
CHP/CON	Tues Dec 12	Study Day
CHP/CON	Dec 13-18	Final Exams (No exams on Sunday)
All	Fri Dec 22	Fall Semester Ends
All	Sat Dec 30	<b>Degree Conferral for Fall Graduates</b>

##### COLLEGE CODES

COGS College of Graduate Studies  
 CHP College of Health Professions  
 COM College of Medicine  
 CON College of Nursing

**Note:** COM MSIII and MSIV students should refer to holiday policy for time off