**Election Day**

Department of Civil Service and pending results of current contract negotiations.

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.

The status of Election Day as a floating holiday has not yet been determined by the State.

June 19, 2022 as Monday, June 20, 2022 AND Sunday, December 25, 2022 as Monday, December 26, 2022

The Governor’s Office of Employee Relations (GOER) has designated the observance of Sunday, December 25, 2022 as a holiday.

* Saturday Holidays – When a holiday falls on an employee’s regular scheduled day off (pass day), an employee (but not M/C or PEF) who is required to work on that day shall be permitted to do so if it is their normally scheduled workday. For eligible CSEA, PEF & UUP represented employees, time worked on such work shall be compensated at a time and one-half rate.

** New Year’s Day – Employees who are required to work on New Year’s Day may, in addition to their regular compensation for the day, choose to receive their straight time holiday pay instead of straight time holiday comp-time for each work hour. For eligible CSEA, PEF & UUP represented employees, time worked on New Year’s Day may be scheduled at times mutually convenient to the employee and Upstate. Eligible employees (i.e. CSEA, PEF, and UUP) scheduled or directed to work on any such Saturday may receive additional compensation at such a rate as determined in accordance with State rules.

** The Governor’s Office of Employee Relations (GOER) has designated the observance of Sunday, January 1, 2023 as Monday, January 2, 2023.

** The status of Election Day as a floating holiday has not yet been determined by the State. 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.

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**2022 CALENDAR**

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

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**STATE HOLIDAY TYPE KEY:**

RED: All Upstate units and departments on holiday schedule, staffing for essential services only. Eligible employees in CSEA and PEF bargaining units are scheduled, required 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/Consortium (M/C) designated employees who are required to work, shall receive a compensatory day off to be used at a mutually convenient date. Eligible UUP represented employees who are required to work on New Year’s Day may, in addition to their regular compensation for the day, choose to receive their straight time holiday pay instead of straight time holiday comp-time for each work hour. For eligible CSEA, PEF & UUP represented employees, time worked on Thanksgiving and/or Christmas Day will be paid at a rate of time and one-half.

GREEN: All hospital services, units and departments continue on regular operative schedules. All other Upstate units and departments must be operational. 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 UUP and M/C designated employees are required to work on New Year’s Day, shall be granted a compensatory day off for use at a mutually convenient date.

PINK: All Upstate units and departments, including Hospital department, are on an adjusted staffing based on departmental operating needs and provision of essential services. For UUP represented employees only, the day before Thanksgiving is observed 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 change the time to appropriate accruals. Employees who wish to work must be permitted to do so if it is their normally scheduled workday.

PALE GREEN: 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 M/C 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 actual holiday must be used no later than February 11, 2023, for CSEA and PEF represented employees.
This holiday calendar can also be found on this site: www.upstate.edu/payroll/pdf/calendar/general/upstate_annual_calendar.pdf

Note: COM MSII and MSIV students should refer to holiday policy for time off.