MEMORANDUM

DATE: October 17, 2016

TO: Binghamton University Faculty and Staff

FROM: Joseph Schultz, Associate Vice President for Human Resources

RE: Holiday Period 2016-17

I am writing regarding the 2016-2017 holiday period which begins on Monday, December 26, 2016 through Monday, January 2, 2017. The University will attempt to create utility savings during this time. Some operations may need to remain open. Physical Facilities will work with the Research Division to assure appropriate temperatures and conditions are maintained. Employees working in other academic or administrative buildings during this time could experience reduced temperatures and should dress accordingly.

The Christmas and New Year’s holidays fall on Sunday, December 25 and Sunday, January 1 and will be observed on Monday, December 26 and Monday, January 2 respectively. Days that could be requested off around this time begins on Monday, December 26, 2016, returning to work on Tuesday, January 3, 2017. By charging four (4) days* (December 27, 28, 29, and 30, 2016) to vacation, it may be possible to enjoy additional time off. Professional and management/confidential staff, librarians and faculty with a calendar year obligation, and classified service employees need to charge their leave credits for their absence. Faculty with an academic year obligation and graduate/teaching assistants are not required to charge leave credits during the holiday period as their teaching obligation is complete.

Staff members wishing to work should consult with their supervisors. For those unable to work in their assigned work area, the supervisor should contact Kate Hastings of Human Resources at the address below as our office will assist in coordination of an alternative work assignment.

Please contact Cheryl Robinson at the address below by close of business December 19, 2016 regarding leave without pay for this time period.

Change in Core Office Hours for Intersession

The University will change the core office hours during intersession this year. Beginning Monday, December 19, 2016 through Friday, January 13, 2017, the University will change its core office hours to 8:00 a.m. until 4:00 p.m. Classified staff, other than the trades and custodial staff, will still need to complete their standard 7 ½ hour workday (1/2 hour for lunch). This schedule does not apply to our trades or custodial staff who will continue to follow their specific work schedules.

If you have questions, please feel free to call one of the contacts listed below.

Kate Hastings (hastings@binghamton.edu) x72187
Cheryl Robinson (crobina@binghamton.edu) x72129
Alison Gierlach (agierlac@binghamton.edu) x76625
Sara DeClemente-Hammoud (declemen@binghamton.edu) x74939

cc: President Stenger, Senior Officers