MEMORANDUM

DATE: October 20, 2017

TO: Binghamton University Faculty and Staff

FROM: Joseph Schultz, Associate Vice President for Human Resources

RE: Holiday Period 2017-18

I am writing regarding the 2017-2018 holiday period which begins on Monday, December 25, 2017 through Monday, January 1, 2018. 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 Monday, December 25 and Monday, January 1 this year. Days that could be requested off around this time begins on Monday, December 25, 2017, returning to work on Tuesday, January 2, 2018. Based upon work schedule and pass days, by charging 4 days to vacation (or appropriate leave accruals) between 12/26-12/31/17, 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 15, 2017 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 18, 2017 through Friday, January 12, 2018, 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 (crobin@binghamton.edu) x72129
Alison Gierlach (agierlach@binghamton.edu) x76625
Sara DeClemente-Hammoud (declmen@binghamton.edu) x74939

C: President Stenger, Senior Officers