

**MEMORANDUM**

DATE: November 14, 2025  
TO: Binghamton University Faculty and Staff  
FROM: Joseph Schultz, Associate Vice President for Human Resources  
RE: **Holiday Period 2025-2026**

I am writing regarding the 2025-2026 holiday period which begins on Thursday, December 25, 2025 and runs through Friday, January 2, 2026. The University will attempt to create utility savings during this time, but some operations may need to remain open. Facilities Management 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 Thursday, December 25 and Thursday, January 1 this year. Days that could be requested off surrounding this time begin on Friday, December 26, 2025, returning to work on Monday, January 5, 2026. Based upon work schedule and pass days, it may be possible to enjoy time off by charging 5 days to vacation (or other appropriate leave accruals) between 12/26/25-1/2/26 for those individuals that work Monday-Friday. Professional and Management/Confidential staff, librarians and faculty with a calendar year obligation, and classified service employees are required 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 Sara DeClemente-Hammoud in Human Resources at the e-mail address below.

Please contact Taliba Abdussalaam at the e-mail address below by close of business December 12, 2025 requesting leave without pay for this time period.

Details regarding Annual Compliance Training will be released in the coming weeks wherein employees may complete their required training remotely.

**Change in Core Office Hours for Intersession**

The University will change the core office hours during intersession this year. Beginning Monday, December 15, 2025 through Friday, January 16, 2026, 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:

Taliba Abdussalaam ([tabduss1@binghamton.edu](mailto:tabduss1@binghamton.edu)) x72129; Sara DeClemente-Hammoud ([declemen@binghamton.edu](mailto:declemen@binghamton.edu)) x74939

c: President D'Alleva, Senior Officers

**Binghamton University**  
**Holiday 2025-2026**  
**Request to Take Days Off Without Pay**

❖ **Special Note:** Classified and Professional staff may request leave without pay during the holiday period. This year, the dates included are: **12/26/2025-1/02/2026, based on work schedule and pass days.** Historically, in certain instances, we have encountered issues with our payroll system when this option is chosen. It is important to note that being in a leave without pay (lost time) status can disrupt other payroll transactions in the future (such as contractual bonuses for classified employees); and lost time is **not** counted as earned retirement service credit in either the Employee's Retirement System (NYSLRS & PFRS) or the Teacher's Retirement System (TRS). Professional Staff must work, or charge to leave credits, the majority of the month to accrue for that month. Classified service employees who choose to take leave without pay (lost time) should bear in mind that **3 days** is the maximum number of days that can be taken without pay within a pay period before accrual eligibility is impacted. Classified employees who choose to take more than 3 days of lost time during the pay period of **12/18/2025 – 12/31/2026** will be *ineligible* to accrue vacation and sick leave. Due to the calendar and payroll period schedules, ALL lost time dates requested on this form will be deducted from TWO paychecks: 1/14/2025 and 1/28/2025.

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Cell #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_ Supervisor's E-mail \_\_\_\_\_

Employee is: Part-Time  Full-Time  What are your pass days? \_\_\_\_\_

If Part-Time, what is your work %? (FTE) \_\_\_\_\_

Work Schedule \_\_\_\_\_ (indicate a.m. and/or p.m.)

I hereby request the following **regularly scheduled work days** during the holiday period 2025-2026 without pay:

Friday, December 26	_____	Friday, January 2	_____
Saturday, December 27	_____		
Sunday, December 28	_____		
Monday, December 29	_____		
Tuesday, December 30	_____		
Wednesday, December 31	_____		

\*Christmas (12/25/2025) and New Year's Day (1/01/2026) fall on Thursday this year.

Please note: Due to early holiday payroll deadlines, once this form is approved and submitted, it will not be changed.

**Deadline for submission to Taliba Abdussalaam (AD-244) is no later than 4:00 PM December 12, 2026.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date