

MEMORANDUM

DATE: December 10, 2021
TO: Binghamton University Faculty and Staff
FROM: Joseph Schultz, Associate Vice President for Human Resources
RE: **Holiday Period 2021-2022**



I am writing regarding the 2021-2022 holiday period which begins on Saturday, December 25, 2021 and runs through Sunday, January 2, 2022. 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 Saturday, December 25 and Saturday, January 1 this year. Per State guidelines, both holidays will be observed on Saturday, therefore, employees with a pass day of Saturday would earn the Saturday holiday to use on another regularly scheduled work day. Days that could be requested off surrounding this time begin on Sunday, December 26, 2021, returning to work on Monday, January 3, 2022. 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 12/27-12/31/21 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 Cheryl Robinson at the e-mail address below by close of business December 17, 2021 regarding leave without pay for this time period.

Details regarding Annual Compliance Training will be released on December 13, 2021.

Change in Core Office Hours for Intersession

The University will change the core office hours during intersession this year. Beginning Monday, December 20, 2021 through Friday, January 14, 2022, 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.

Cheryl Robinson (clrobin@binghamton.edu) x72129; Jonathan Roma (jroma@binghamton.edu) x73321;
Sara DeClemente-Hammoud (declemen@binghamton.edu) x74939

c: President Stenger, Senior Officers