

MEMORANDUM

TO: Faculty and Staff

FROM: Rhonda Haines
Vice President for Human Resources
Interim President Designee

DATE: November 10, 2017

RE: Thanksgiving/Winter Break

Day after Thanksgiving

At all SUNY Poly locations we will implement liberal leave on the Friday after Thanksgiving (November 24). It is anticipated that most employees will request to take off this day using their vacation, personal or holiday accruals. Professionals represented by UUP will use this day as the designated floating holiday for Election Day. Only the University Police force, and/or those employees who are deemed to have an essential function(s) will be required to report to work on this day. If you intend to request the day off on the Friday after Thanksgiving (November 24), please notify your supervisor no later than November 20.

Winter Break

SUNY Poly will exercise a liberal leave policy for winter break from close of business on Friday, December 22, 2017 through January 2, 2018. SUNY Poly will resume regular operations and services on Tuesday, January 2, 2018.

This winter break period allows employees the opportunity to utilize their accrued leave and will help SUNY Poly realize significant cost savings in energy usage. We encourage all employees to plan for the use of their leave credits in such a way as to provide adequate credits for use during this period. Employees who prefer to work or who would be presented with an undue hardship due to a lack of leave accruals have the opportunity to work.

Please inquire at SUNY Poly Human Resources 315-792-7191 or 518-956-7107 for any questions you may have. Thank you.