

## JANUARY – DECEMBER 2012

### JANUARY 2012:

1/1	<b>Sunday – NEW YEAR'S DAY – ALL OFFICES CLOSED</b>
1/2	<b>Monday – NEW YEAR'S DAY OBSERVED<sup>1</sup></b>
1/16	<b>Monday – DR. MARTIN LUTHER KING JR. DAY – ALL OFFICES CLOSED<sup>2</sup></b>

### FEBRUARY 2012:

2/12	<b>Sunday – LINCOLN'S BIRTHDAY - ALL OFFICES CLOSED</b>
2/13	<b>Monday – LINCOLN'S BIRTHDAY OBSERVED<sup>3</sup></b>
2/20	<b>Monday – WASHINGTON'S BIRTHDAY OBSERVED – ALL OFFICES OPEN<sup>4</sup></b>

### MAY 2012:

5/28	<b>Monday – MEMORIAL DAY – ALL OFFICES CLOSED<sup>2</sup></b>
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### JULY 2012:

7/4	<b>Wednesday – INDEPENDENCE DAY OBSERVED - ALL OFFICES CLOSED<sup>2</sup></b>
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### SEPTEMBER 2012:

9/3	<b>Monday – LABOR DAY – ALL OFFICES CLOSED<sup>2</sup></b>
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### OCTOBER 2012:

10/8	<b>Monday – COLUMBUS DAY – ALL OFFICES OPEN<sup>4</sup></b>
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### NOVEMBER 2012:

11/6	<b>Tuesday – ELECTION DAY – ALL OFFICES OPEN<sup>3</sup></b>
11/11	<b>Sunday – VETERANS DAY – ALL OFFICES CLOSED</b>
11/12	<b>Monday – VETERANS DAY OBSERVED<sup>5</sup></b>
11/22	<b>Thursday - THANKSGIVING – ALL OFFICES CLOSED<sup>6</sup></b>
11/23	<b>Friday – DAY AFTER THANKSGIVING – ALL OFFICES CLOSED<sup>7</sup></b>

### DECEMBER 2012:

12/25	<b>Tuesday – CHRISTMAS DAY – ALL OFFICES CLOSED<sup>6</sup></b>
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<sup>1</sup> Essential services only. New Years Day will be observed as a legal holiday on Monday, January 2, 2012 for employees who do not work on Sunday, January 1, 2012. Classified employees who work on Sunday, January 1, 2012 will observe the holiday on this day only and will receive either holiday pay or compensatory time off at straight time, depending on their current election. If a classified employee works on Sunday, January 1, 2012 and Monday, January 2, 2012 he/she does not earn a holiday for Monday, January 2, 2012. It is paid as a regular work day as they have observed the holiday on Sunday. Classified employees who do not work on Sunday, January 1, 2012 and work on Monday, January 2, 2012, will be paid as a regular work day and receive either holiday pay or holiday compensatory time at straight time, depending on their current election. UUP employees who work on Sunday, January 1, 2012, will receive holiday compensatory time at straight time. They do not earn a holiday for Monday, January 2, 2012. UUP employees who do not work on Sunday, January 1, 2012 and do work on Monday, January 2, will receive holiday compensatory time at straight time.

<sup>2</sup> Essential services only. Classified employees required to work should receive either holiday pay or compensatory time off, depending on their current election. UUP (those eligible to observe holidays) and M/C Professional employees who work should receive compensatory time off.

<sup>3</sup> Floating holiday for UUP, M/C Professional, CSEA, PEF, and M/C Classified employees. Employees represented by these bargaining units who work should earn a floating holiday. C-82 and NYSCOPBA employees who work should receive either holiday pay or compensatory time off, depending on their current election.

<sup>4</sup> Classified employees who work should receive either holiday pay or compensatory time off, depending on their current election. UUP (those eligible to observe holidays) and M/C Professional employees who work should receive compensatory time off.

<sup>5</sup> Floating holiday for UUP and M/C Professional employees. President has scheduled the day after Thanksgiving for UUP employees (those eligible to observe holidays) to observe this "floating" holiday. Classified employees who work should receive either holiday pay or compensatory time off, depending on their current election.

<sup>6</sup> Essential services only. Classified employees required to work should be notified by their supervisor at least one week prior to the holiday and should receive either holiday pay or compensatory time off, depending on their current election. CSEA employees earn holiday pay and compensatory time at time and one-half. UUP (those eligible to observe holidays) and M/C Professional employees should receive compensatory time off at the rate of time and one-half.

<sup>7</sup> Not an official holiday; employees allowed to work if they choose. UUP and M/C Professional employees who do not work should charge this day to the designated Veteran's Day floating holiday. All other employees who do not work should charge accruals as appropriate.