



Office of Human Resources
Levermore Hall
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Garden City, NY 11530

TO: Administrative, Secretarial, Clerical and Public Safety Employees

FROM: Cindy Donnelly
Chief Human Resources Officer

DATE: August 10, 2021

SUBJECT: 2021/2022 ADMINISTRATIVE CALENDAR

This administrative calendar announces the University's holidays for non-union employees during the 2021/2022 fiscal year. Union employees should refer to their respective collective bargaining agreements for holidays and other paid time off. This calendar is distinct from the Academic Calendar of the University, published in its several catalogs, which applies to faculty and students only.

2021/2022
ADMINISTRATIVE CALENDAR OF
ADELPHI UNIVERSITY

GENERAL PRACTICE

1. The University will grant twelve (12) days for observance of holidays, and four (4) days for religious, civil or personal reasons, for a total of sixteen (16) days. Union members should refer to their CBA for details.
2. The University annually observes the following national holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Juneteenth and Independence Day.
3. December 28, 29, 30, 2021 have been designated as Energy Days.
4. Non-union employees are entitled to four personal days annually, which may be used for religious holidays. Requests for personal days must be submitted and approved in advance by the supervisor.
5. Access to offices or laboratories during holiday period must be arranged with the Department of Public Safety and Transportation in advance.

Please continue...

ADMINISTRATIVE CALENDAR

SEPTEMBER 1, 2021 - AUGUST 31, 2022

<u>OBSERVANCE</u>	<u>ALLOWANCE</u>	<u>DAY</u>	<u>DATE</u>
LABOR DAY	1 DAY	MONDAY	SEPTEMBER 6
THANKSGIVING/ THE DAY AFTER	2 DAYS	THURSDAY FRIDAY	NOVEMBER 25 NOVEMBER 26
CHRISTMAS EVE CHRISTMAS DAY	2 DAYS (Observed)	FRIDAY MONDAY	DECEMBER 24 DECEMBER 27
ENERGY DAYS	3 DAYS	TUESDAY WEDNESDAY THURSDAY	DECEMBER 28 DECEMBER 29 DECEMBER 30
NEW YEAR'S EVE NEW YEAR'S DAY	1 DAY 1 DAY (Observed)	FRIDAY MONDAY	DECEMBER 31 JANUARY 3
MARTIN LUTHER KING, JR. DAY	1 DAY	MONDAY	JANUARY 17
PRESIDENTS' DAY*	1 DAY	MONDAY	FEBRUARY 21
MEMORIAL DAY	1 DAY	MONDAY	MAY 30
JUNETEENTH**	1 DAY (Observed)	FRIDAY	JUNE 17
INDEPENDENCE DAY	1 DAY	MONDAY	JULY 4

***Please note:** that classes are scheduled for Presidents' Day, February 21. Therefore, all University offices must be staffed. Any employee who is scheduled to work on that day is entitled to take off an alternate day after this date with the approval of the employee's supervisor. This day must be taken by August 31, 2022.

****Beginning 2022, the University will be closed the third Friday in June, each year, in recognition of Juneteenth.**