



Office of Human Resources
Levermore Hall
Room 203 – P.O. Box 701
One South Avenue
Garden City, NY 11530

TO: Administrative, Secretarial, Clerical and Public Safety Employees

FROM: John Siderakis
Chief Administrative Officer

DATE: August 1, 2023

SUBJECT: 2023/2024 ADMINISTRATIVE CALENDAR

This administrative calendar announces the University's holidays for non-union employees during the 2023/2024 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.

2023/2024
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 27, 28, 29, 2023 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, 2023 - AUGUST 31, 2024

<u>OBSERVANCE</u>	<u>ALLOWANCE</u>	<u>DAY</u>	<u>DATE</u>
LABOR DAY	1 DAY	MONDAY	SEPTEMBER 4
THANKSGIVING/ THE DAY AFTER	2 DAYS	THURSDAY FRIDAY	NOVEMBER 23 NOVEMBER 24
CHRISTMAS EVE CHRISTMAS DAY	2 DAYS (Observed) (Observed)	MONDAY TUESDAY	DECEMBER 25 DECEMBER 26
ENERGY DAYS	3 DAYS	WEDNESDAY THURSDAY FRIDAY	DECEMBER 27 DECEMBER 28 DECEMBER 29
NEW YEAR'S EVE NEW YEAR'S DAY	1 DAY (Observed) 1 DAY (Observed)	MONDAY TUESDAY	JANUARY 1 JANUARY 2
MARTIN LUTHER KING, JR. DAY	1 DAY	MONDAY	JANUARY 15
PRESIDENTS' DAY*	1 DAY	MONDAY	FEBRUARY 19
MEMORIAL DAY	1 DAY	MONDAY	MAY 27
JUNETEENTH	1 DAY	WEDNESDAY	JUNE 19
INDEPENDENCE DAY	1 DAY	THURSDAY	JULY 4

***Please note:** that classes are scheduled for Presidents' Day, February 19. 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, 2024.