



Office of Human Resources
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TO: Administrative, Secretarial, Clerical and Public Safety Employees

FROM: John Siderakis
Vice President of Administration

DATE: August 1, 2024

SUBJECT: 2024/2025 ADMINISTRATIVE CALENDAR

This administrative calendar announces the University's holidays for non-union employees during the 2024/2025 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.

2024/2025
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. Dr. Riordan has granted an **additional holiday** in 2024: Monday, December 23rd.
4. December 26, 27, 30, 2024 have been designated as Energy Days.
5. 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.
6. 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, 2024 - AUGUST 31, 2025

<u>OBSERVANCE</u>	<u>ALLOWANCE</u>	<u>DAY</u>	<u>DATE</u>
LABOR DAY	1 DAY	MONDAY	SEPTEMBER 2
THANKSGIVING/ THE DAY AFTER	2 DAYS	THURSDAY FRIDAY	NOVEMBER 28 NOVEMBER 29
ADDITIONAL HOLIDAY*	1 DAY	MONDAY	DECEMBER 23
CHRISTMAS EVE	2 DAYS	TUESDAY	DECEMBER 24
CHRISTMAS DAY		WEDNESDAY	DECEMBER 25
ENERGY DAYS	3 DAYS	THURSDAY FRIDAY MONDAY	DECEMBER 26 DECEMBER 27 DECEMBER 30
NEW YEAR'S EVE	2 DAYS	TUESDAY	DECEMBER 31
NEW YEAR'S DAY		WEDNESDAY	JANUARY 1
MARTIN LUTHER KING, JR. DAY	1 DAY	MONDAY	JANUARY 20
PRESIDENTS' DAY**	1 DAY	MONDAY	FEBRUARY 17
MEMORIAL DAY	1 DAY	MONDAY	MAY 26
JUNETEENTH	1 DAY	THURSDAY	JUNE 19
INDEPENDENCE DAY	1 DAY	FRIDAY	JULY 4

*Applies to **2024** calendar year.

****Please note:** classes are scheduled for Presidents' Day, February 17. 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, 2025.