DATE: October 20, 2015
TO: Binghamton University Faculty and Staff
FROM: Joseph Schultz, Associate Vice President for Human Resources
RE: Holiday Period 2015-16

I am writing regarding the 2015-2016 holiday period which begins on Friday, December 25, 2015 through Friday, January 1, 2016. The University will attempt to create utility savings during this time. Some operations may need to remain open. Physical Facilities will work with the Research Division to assure appropriate temperatures and conditions are maintained. Employees working in other academic or administrative buildings during this time could experience reduced temperatures and should dress accordingly.

The Christmas and New Year’s holidays fall on Friday, December 25 and Friday, January 1 and will be observed on those dates respectively. Days that could be requested off around this time begin on Monday, December 28, 2015, returning to work on Monday, January 4, 2016. By charging four (4) days (December 28, 29, 30, 31, 2015) to vacation, it may be possible to enjoy additional time off. Professional and management/confidential staff, librarians and faculty with a calendar year obligation and classified service employees need to charge their leave credits for their absence. Faculty with an academic year obligation and graduate/teaching assistants are not required to charge leave credits during the holiday period as their teaching obligation is complete.

Staff members wishing to work should consult with their supervisors. For those unable to work in their assigned work area, the supervisor should contact Kate Hastings of Human Resources at the address below as our office will assist in coordination of an alternative work assignment.

Please contact Cheryl Robinson-Boyett at the address below by close of business December 18, 2015 regarding leave without pay for this time period.

Change in Core Office Hours for Intersession

The University will change the core office hours during intersession this year. Beginning Tuesday, December 22, 2015 through Friday, January 15, 2016, the University will change its core office hours to 8 a.m. until 4 p.m. Classified staff, other than the trades and custodial staff, will still need to complete their standard 7 ½ hour workday (1/2 hour for lunch). This schedule does not apply to our trades or custodial staff who will continue to follow their specific work schedules.

If you have questions, please feel free to call one of the contacts listed below.

Kate Hastings (hastings@binghamton.edu) x72187
Cheryl Robinson-Boyett (clrobin@binghamton.edu) x72129
Alison Gierlach (agierlac@binghamton.edu) x76625
Sara DeClemente-Hammoud (delemen@binghamton.edu) x74939

c: President Stenger, Senior Officers