

**MEMORANDUM**

DATE: December 2, 2024

TO: Binghamton University Faculty and Staff

FROM: Joseph Schultz, Associate Vice President for Human Resources

RE: **Holiday Period 2024-2025**



I am writing regarding the 2024-2025 holiday period which begins on Wednesday, December 25, 2024 and runs through Wednesday, January 1, 2025. The University will attempt to create utility savings during this time. Some operations may need to remain open. Facilities Management 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 Wednesday, December 25 and Wednesday, January 1 this year. Days that could be requested off surrounding this time begin on Thursday, December 26, 2024, returning to work on Thursday, January 2, 2025. Based upon work schedule and pass days, it may be possible to enjoy time off by charging 4 days to vacation (or other appropriate leave accruals) between 12/26/24-12/31/24 for those individuals that work Monday-Friday. Professional and Management/Confidential staff, librarians and faculty with a calendar year obligation, and classified service employees are required 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 Sara DeClemente-Hammoud in Human Resources at the e-mail address below.

Please contact Cheryl Robinson at the e-mail address below by close of business December 13, 2024 requesting leave without pay for this time period.

Details regarding Annual Compliance Training will be released later this week.

**Change in Core Office Hours for Intersession**

The University will change the core office hours during intersession this year. Beginning Monday, December 16, 2024 through Friday, January 17, 2025, the University will change its core office hours to 8:00 a.m. until 4:00 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:

Cheryl Robinson ([clrobin@binghamton.edu](mailto:clrobin@binghamton.edu)) x72129; Sara DeClemente-Hammoud ([declemen@binghamton.edu](mailto:declemen@binghamton.edu)) x74939

c: President Stenger, Senior Officers