



Memorandum

TO: East Stroudsburg University Staff
FROM: Human Resources
DATE: December 7, 2020
RE: 2021 Holiday Schedule

The 2021 Holiday Schedule, as observed by most East Stroudsburg University staff, is provided below. Please note that the schedule includes the rescheduled minor holidays for 2021. Campus Police and Boiler Plant personnel should discuss holiday scheduling with their supervisors.

HOLIDAY	DATE	STATUS	DEFERRED TO/FROM
New Year's Day	Friday, January 1, 2021	CLOSED	
Martin Luther King Jr. Day	Monday, January 18, 2021	CLOSED	
Presidents' Day	Monday, February 15, 2021	OPEN	AFSCME (M-F Schedule) rescheduled to December 29 th , 2021. Non-represented/SCUPA rescheduled to November 26, 2021.
Memorial Day	Monday, May 31, 2021	CLOSED	
Independence Day	Monday, July 5, 2021 (observed)	CLOSED	
Labor Day	Monday, September 6, 2021	CLOSED	
Columbus Day	Monday, October 11, 2021	OPEN	Rescheduled to December 27, 2021, for ALL employees.
Veterans' Day	Thursday, November 11, 2021	OPEN	Rescheduled to December 28, 2021, for ALL employees.
Thanksgiving	Thursday, November 25, 2021 Friday, November 26, 2021	CLOSED CLOSED	AFSCME—contractual holidays. Nonrepresented/SCUPA rescheduled from Presidents' Day.
Christmas	Friday, December 24, 2021	CLOSED	
New Year's Day 2022	Friday, December 31, 2021	CLOSED	

East Stroudsburg University will be closed on December 29 and 30, 2021. Some departments may be required to work. Vice Presidents will notify employees if their department is required to work December 29 or 30, 2021. Employees not scheduled to work on these days are requested to use leave. Please see the attached guidance for additional explanation.

Attachment

East Stroudsburg University 2021 Holiday Closure Guidelines

East Stroudsburg University will be closed Friday, December 24, 2021, through Friday, December 31, 2021, and will reopen on Monday, January 3, 2022.

This closure includes four paid holidays*: Friday, December 24, 2021; Monday, December 27, 2021; Tuesday, December 28, 2021; and Friday, December 31, 2021. This closure also includes an additional two workdays for Nonrepresented and SCUPA employees: Wednesday, December 29, 2021; and Thursday, December 30, 2021. AFSCME employees who were employee on or before February 15th 2021 on a M-F schedule have a deferred Holiday for December 29th.

The following options are available to employees to cover the additional days off.

1. Employees are encouraged to use annual, personal, and/or compensatory leave as available.
2. Employees may request leave without pay. Ordinarily, this option would affect holiday pay because in order to be paid for a holiday, an employee must be in an active pay status the entire last half (3.75/4 hours) of the scheduled workday immediately before, and the entire first half (3.75/4 hours) of the scheduled workday immediately following a holiday. This practice will be suspended for the dates mentioned above only.
3. With prior manager approval, employees who do not have enough paid leave may make up some or all of the missed time. A schedule for that make-up time must be submitted to and approved by the Human Resources Office (AskHR@esu.edu) no later than Monday, December 6, 2021.
4. With prior manager approval, employees who must work during the closure may work remotely (specific work products/deliverables must be identified).
5. If none of the above options meet the employee's needs, the employee may be permitted to work onsite; however, the employee may be asked to work at an alternate workstation. Currently, it is anticipated that most campus building will be closed and heating levels reduced. Managers are required to determine which days, if any, they will have staff working and report this information to the Human Resources Office (AskHR@esu.edu) no later than Monday, December 6, 2021.

*Please note: New hires, temporary employees, part-time employees, and employees who are or have been on a leave of absence may not be eligible to receive holiday pay. Please contact the Human Resources Office for specific guidance.