

MEMORANDUM

TO: East Stroudsburg University Staff
 FROM: The Office of Human Resources
 DATE: 10/13/2021
 RE: 2022 Holiday Schedule

The 2022 Holiday Schedule, as observed by most East Stroudsburg University staff, is provided below. Please note that the schedule includes the rescheduled minor holidays for 2022. Campus Police and Boiler Plant personnel should discuss holiday scheduling with their supervisors.

HOLIDAY	DATE	STATUS	DEFERRED TO/FROM
New Year's Day	Friday, December 31, 2021	CLOSED	
Martin Luther King Jr. Day	Monday, January 17, 2022	CLOSED	
Presidents' Day	Monday, February 21, 2022	OPEN	AFSCME (M-F Schedule) rescheduled to December 29 th , 2022. Non-represented/SCUPA rescheduled to November 26, 2022.
Memorial Day	Monday, May 30, 2022	CLOSED	
Juneteenth	Monday, June 20, 2022	CLOSED	
Independence Day	Monday, July 4, 2022	CLOSED	
Labor Day	Monday, September 5, 2022	CLOSED	
Columbus Day	Monday, October 10, 2022	OPEN	Rescheduled to December 27, 2022, for ALL employees.
Veterans' Day	Friday, November 11, 2022	OPEN	Rescheduled to December 28, 2022, for ALL employees.
Thanksgiving	Thursday, November 24, 2022 Friday, November 25, 2022	CLOSED CLOSED	AFSCME—contractual holidays. Nonrepresented/SCUPA rescheduled from Presidents' Day.
Christmas	Monday, December 26, 2022	CLOSED	
New Year's Day 2023	Monday, January 2, 2023	CLOSED	

East Stroudsburg University will be closed on December 29 and 30, 2022. Some departments may be required to work. Vice Presidents will notify employees if their department is required to work December 29 or 30, 2022. Employees not scheduled to work on these days are requested to use leave. Please see the attached guidance for additional explanation.

East Stroudsburg University 2022 Holiday Closure Guidelines

East Stroudsburg University will be closed Monday, December 26, 2022, through Friday, December 31, 2022, and will reopen on Tuesday, January 3, 2023.

This closure includes four paid holidays*: Monday, December 26, 2022; Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Monday, January 2, 2023. This closure also includes an additional two workdays for Non-represented and SCUPA employees: Thursday, December 29, 2022; and Friday, December 30, 2022. AFSCME employees who were employee on or before February 21th 2022 on a M-F schedule may 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 5, 2022.
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 5, 2022.

***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.