

MEMORANDUM

TO: East Stroudsburg University Staff
 FROM: The Office of Human Resources
 DATE: 11/11/2022
 RE: 2023 Holiday Schedule, observed at East Stroudsburg University

East Stroudsburg University will be closed to the public from 12/25/2023 – 1/1/2024. Employees must receive approval from their Director or Vice President if they are requesting to work during this time period. As campus heating levels and operations are reduced during this period, your HR Business Partner must be notified by **12/8/23** of any employees who will be on campus working during this period.

HOLIDAY	DATE	STATUS	DEFERRED TO/FROM
New Year's Day	Monday, January 2, 2023	CLOSED	
Martin Luther King Jr. Day	Monday, January 16, 2023	CLOSED	
Presidents' Day	Monday, February 20, 2023	OPEN	AFSCME (M-F Schedule) rescheduled to December 28, 2023. Non-represented/SCUPA rescheduled to November 24, 2023.
Memorial Day	Monday, May 29, 2023	CLOSED	
Juneteenth	Monday, June 19, 2023	CLOSED	
Independence Day	Tuesday, July 4, 2023	CLOSED	
Labor Day	Monday, September 4, 2023	CLOSED	
Columbus Day	Monday, October 9, 2023	OPEN	Rescheduled to December 26, 2023, for ALL employees.
Veterans' Day	Friday, November 10, 2023	OPEN	Rescheduled to December 27, 2023, for ALL employees.
Thanksgiving	Thursday, November 23, 2023 Friday, November 24, 2023	CLOSED CLOSED	AFSCME—contractual holidays. Non-represented/SCUPA rescheduled from Presidents' Day.
Christmas	Monday, December 25, 2023	CLOSED	
New Year's Day 2024	Monday, January 1, 2024	CLOSED	

- **Non-Represented/SCUPA Employees:** Must use paid leave on 12/28/23 and 12/29/23 if not working.
- **AFSCME Employees:** Must use paid leave on 12/29/23 if not working.
- **Campus Police & Boiler Plant personnel:** Must discuss holiday scheduling with their supervisors.

***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 your HR Business Partner for specific guidance.