LIBERAL LEAVE POLICY
Approved by Executive Council on October 4, 2005

Annually, the College adopts a liberal leave policy for the weeks of Thanksgiving, Christmas and New Years for offices and departments without a specific work commitment at those times. Encouraging colleagues to take vacation and other appropriate leaves at this time allows the College to shut down and/or cut back operations resulting in cost savings.

We ask that you discuss your holiday and work plans with your supervisor as soon as possible. Under the liberal leave policy, staying out of work is voluntary. If you choose to work, in most cases, you should be able to work at your normal workplace. While the liberal leave policy encourages employees to take time off during this holiday period, it is recognized that some departments use this time to catch up, work on special projects or perform preventive maintenance. It is very important to communicate with your supervisor to minimize conflict between vacation plans and operational needs.

The specific days on which the liberal leave policy will be in effect are as follows:

- The day before Thanksgiving
- The day after Thanksgiving*
- The week of the Christmas Holiday through the New Year Holiday

When Christmas and New Years Day fall on Sunday, under the provisions of the Law are observed as legal holidays in New York State on the following Monday. However, contract provisions for certain bargaining units provide that when Christmas Day and New Year's Day fall on Sunday, employees for whom that day is a regularly scheduled workday will observe the holiday on Sunday instead of Monday.

*UUP Professionals will observe the day after Thanksgiving as a floating holiday in lieu of the observance of Election Day, in accordance with Article XIII, Title D of the Policies of the Board of Trustees, and therefore, should not charge leave credits for absence from work on the day after Thanksgiving. (Indicate “holiday” on your leave report). Leave credits should be charged by UUP Professionals and 12-month faculty who choose not to work on the liberal leave days listed above.