**STATE HOLIDAY TYPE KEY:**

* When a holiday falls on a Sunday, it is generally observed on the following Monday for a New York State or Research Foundation employee who is entitled to time off with pay on days observed as holidays by the State as an employer.

** When a holiday falls on a Saturday, it is generally observed on the following Sunday, except as noted below.

*** When a holiday falls on an employee’s regular day off, an employee’s work schedule shall be adjusted in a mutually convenient manner.

1. **RED:** All Upstate units and departments on holiday schedule staffing for essential services only. Eligible employees in CSEA and PEF bargaining units scheduled or directed to work on red holidays will earn a compensatory day off to be used at a mutually convenient date. For UUP represented employees required to work, shall be granted a compensatory day off to be used at a mutually convenient date.

2. **GREEN:** All hospital services, units and departments continue regular operating schedules. All other Upstate units and departments must be operative. Departments must: (1) canvas for volunteers; then (2) assign employees on a seniority basis (job function and shift) for staffing sufficient to maintain regular operations. Eligible CSEA and PEF represented employees scheduled or directed to work will earn a compensatory day to be used at a mutually convenient date or will earn additional pay for time worked based on chosen option. Eligible RF, unclassified M/C and UUP represented employees required to work will be granted a compensatory day off for use at a mutually convenient date. Washington’s Birthday (Observed) shall be a regular workday for UUP represented employees. For UUP and CSEA (ASU & OSU only) represented employees and M/C designated employees, accruals (holiday comp) must be used within one year of accrual or forfeited.

3. **PINK:** All Upstate units and departments, including hospital departments, are on adjusted staffing, based on departmental operating needs and provision of essential services. For ULP represented employees only, the day after Thanksgiving is designated by the President of Upstate as a floating holiday in lieu of Washington’s Birthday (Observed). All other eligible employees (CSEA, PEF, RF, and M/C) whose requests for time off are approved must change the time to appropriate accruals. Employees who wish to work must be permitted to do so if it is their normally scheduled workday.

- This holiday calendar can also be found on this site: www.upstate.edu/payroll/pdf/calendar/general/upstate_annual_calendar.pdf

- This information is subject to change pursuant to direction from the New York State Department of Civil Service and pending results of current contract negotiations.

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SPRING 2017

**COLLEGE**

**COGS/CHP/CON** Dec 19 - Jan 13 Nonmatriculated Student Registration

**CHP/COM** Mon Jan 9 SPRING SEMESTER Begins

**All** Mon Jan 16 Martin Luther King Day - No Classes

**CON** Tues Jan 17 SPRING SEMESTER Nursing Courses Begin

**All** Tues Jan 17 30% Tuition Liability for full semester courses (except Nursing courses)

**COGS/CHP/CON** Fri Jan 20 Last Day to Add or Drop courses without a grade fee

**CHP/CON** Fri Jan 20 Last Day to Drop a full semester course without a grade fee

**All** Mon Jan 23 50% Tuition Liability for full semester courses (30% Nursing courses)

**All** Mon Jan 20 70% Tuition Liability for full semester courses (50% Nursing courses)

**All** Mon Feb 6 100% Tuition Liability for full semester courses (70% Nursing courses)

**CHP** Sat Feb 25 Spring Vacation Begins Perfusion Sr and Rad Ther Sr Students

**CON** Mon Feb 13 100% Tuition Liability for Nursing courses

**CHP/CON** Fri Mar 3 Mid-Semester Grades Due

**CHP/CON** Sat Mar 4 Spring Vacation Begins (except 3rd year DPT, Perfusion Sr, PA and Rad Ther Sr)

**CHP** Mon Mar 6 Classes Resume Perfusion Sr and Rad Ther Sr Students

**CHP/CON** Mon Mar 13 Classes Resume (except 3rd year DPT, Perfusion Sr, PA and Rad Ther Sr)

**CHP** Mar 13-24 Summer Semester Open Enrollment - Matriculated Students

**COGS/CHP** Sat Mar 18 Spring Vacation Begins Graduate Studies Students and PA Students

**CHP/CON** Mar 27 - April 14 Fall Semester Open Enrollment - Matriculated Students

**COGS/CHP** Mon Mar 27 Classes Resume Graduate Studies Students and PA Students

**CHP/CON** Wed Mar 29 75% of the Semester Completed (WP/WF grades assigned)

**COM** Fri Mar 31 Last Day of Classes MSII

**All** Apr 11 - 18 Passover - contact faculty if unable to attend due to religious beliefs

**All** Fri April 14 Good Friday - contact faculty if unable to attend due to religious beliefs

**CHP/CON** Mon Apr 24 Last Day of Classes (except DPT Year 3 and PA)

**CHP/CON** Tues April 25 Study Day

**CHP/CON** Apr 26 - May 1 Final Exams (No exams on Sunday)

**CHP/CON** Thur May 4 Student Evaluation Committee Meeting

**CON/CHP/COM** Fri May 5 Spring Semester Ends - MSIV, Nursing, & Health Professions (except DPT Year 3 and PA)

**COM** Mon May 15 Deadline to Sit for USMLE Step 1 (Class of 2019)

**COM** Fri May 19 Spring Semester Ends MSII

**All** Sun May 21 COMMENCEMENT Ceremony

**All** Sun May 21 Degree Conferral for Spring Graduates

**All** Sun May 28 Semester Ends MSII and MSIII

**All** Mon May 29 Memorial Day - No Classes

**All** COM/COGS/CHP Fri June 9 Semester Ends Graduate Studies, DPT Year 3, and PA

**All** Sat June 10 Alternate Degree Conferral for Spring Graduates

FALL 2017

**TENTATIVE**

**COLLEGE**

**CHP** Mon May 8 Med Scholars Year 2 Semester Begins

**COM** Mon May 15 Deadline to Sit for USMLE Step 1 (Class of 2019)

**COM** May 22-26 Clinical Orientation MS III (Required) **Syracuse students only**

**COM** Mon May 29 Memorial Day - No Classes

**COM** Tues May 30 MS III & MS IV Fall Semester Begins

**All** June 8-9 New Student Orientation (as assigned)

**COM** Wed June 14 Fall Semester Begins for PT Program

**COM** Wed June 21 ED al-Adha - contact faculty if unable to attend due to religious beliefs

**COM** Fri June 23 Independence Day Observed - No Classes

**COGS** Jul 24 - Aug 4 Fall Semester Open Enrollment - Matriculated Students

**COM** Aug 10-11 New Student Orientation (as assigned)

**COM** Mon Aug 14 Nonmatriculated Student Registration

**COM** Aug 14 - Sept 14 New Student Orientation (as assigned)

**All** Aug 24-25 FALL SEMESTER Begins (except as otherwise noted)

**COGS/CHP/CON** Mon Sept 4 Eid al-Adha - contact faculty if unable to attend due to religious beliefs

**COM** Mon Sept 4 Labor Day - No Classes

**COM** Mon Sept 4 30% Tuition Liability for full semester courses

**COGS/CHP/CON** Tues Sept 5 Last Day to Add or Drop courses without a late fee

**COGS/CHP/CON** Fri Sept 8 Last Day to Drop a full semester course without a grade

**COM** Mon Sept 11 50% Tuition Liability for full semester courses

**COM** Mon Sept 18 70% Tuition Liability for full semester courses

**COM** Fri Sept 22 Rosh Hashanah - contact faculty if unable to attend due to religious beliefs

**COM** Mon Sept 25 100% Tuition Liability for full semester courses

**COM** Sat Sept 30 Yom Kippur - contact faculty if unable to attend due to religious beliefs

**COM** Mon Oct 9 Columbus Day - No Classes

**CHP/CON** Tues Oct 10 Fall Break - No Classes (Except PA students)

**CHP/CON** Fri Oct 20 Mid-Semester Grades Due

**CHP/CON** Fri Oct 20 Spring Semester Open Enrollment-Matriculated Students

**COM** Mon Nov 27 Classes Resume

**CHP/CON** Mon Dec 11 Last Day of Classes

**CHP/CON** Tues Dec 12 Study Day

**CHP/CON** Dec 13-18 Final Exams (No exams on Sunday)

**All** Wed Dec 21 Fall Semester Ends

**All** Sat Dec 30 Degree Conferral for Fall Graduates

**COGS** College of Graduate Studies

**CHP** College of Health Professions

**COM** College of Medicine

**CON** College of Nursing

Note: CM MSIII and MSIV students should refer to holiday policy for time off