

NY CREATES

HOLIDAY SCHEDULE – 2025

HOLIDAY	DAY	DATE
New Year's Day	Wednesday	January 1, 2025
Martin Luther King's Birthday	Monday	January 20, 2025
Lincoln's Birthday	Wednesday	February 12, 2025
Washington's Birthday(Presidents Day)	Monday	February 17, 2025
Memorial Day	Monday	May 26, 2025
Juneteenth	Thursday	June 19, 2025
Independence Day	Friday	July 4, 2025
Labor Day	Monday	September 1, 2025
Columbus Day	Monday	October 13, 2025
Election Day	Tuesday	November 4, 2025
Veteran's Day	Tuesday	November 11, 2025
Thanksgiving Day	Thursday	November 27, 2025
Christmas Day	Thursday	December 25, 2025

Offices *may or may not* be open on the above holidays. Closures will differ depending on the services an office provides. To determine if your office is closed on above listed days, you should consult your manager. Employees required to work on a holiday will receive holiday leave credit to be used at a later date (holiday leave requests are subject to supervisory approval).

NY CREATES encourages employees to use holiday leave within a reasonable period of time (i.e. within 1 calendar year). Holiday leave may not be used to extend an employee's separation date. Holiday leave must be used on an NY CREATES holiday regardless of the reason absent.

Full-time employees:

- Regardless of their work schedule, will receive holiday leave accruals for all holidays whether the employee is scheduled to work that day or not. The maximum holiday leave credited will be 7.5 hours for a 37.5 hour workweek or 8 hours for a 40-hour workweek.

Part-time employees:

- **Must have an Employee Work Schedule on file with NY CREATES Human Resources** showing that the employee is regularly scheduled to work the day of the holiday, in order to be eligible to earn the holiday leave.
- Who take leave on a holiday will receive pay for the hours that he/she is regularly scheduled to work, up to a maximum of 8 hours. If the employee works on a holiday, he/she will earn the holiday leave for the hours indicated on his/her work schedule on file with NY CREATES Human Resources, up to a maximum of 8 hours.
- Exempt employees must charge holiday time in .25 day increments (i.e. absent for 2 hours must charge .25 of a day) and nonexempt regular employees must charge holiday time in 15 minute increments (i.e. leave work at 8 minutes after the hour, must show out time to the next 15 minute increment)

For all employees:

- **Holiday leave, if not used before separation of employment, will be lost.**