

## Holidays, Vacation and Recesses

For relevant policies, please refer to

[https://www.dfa.cornell.edu/sites/default/files/vol6\\_2\\_1.pdf](https://www.dfa.cornell.edu/sites/default/files/vol6_2_1.pdf).

*University Holidays.* The university observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following Thanksgiving Day; in addition, five winter holidays near the end of December are designated by the university on an annual basis.

During the three scheduled recess periods (Fall break in October, intersession between the Fall and Spring terms, and Spring recess), professors and academic staff remain responsible for performing their normal academic duties other than formal classroom teaching.

*Vacation.* Only those academics appointed for a full 12-month period who work at least 50 percent-time are eligible to accrue vacation at the rate of two days per month, up to a total of twenty-two days. Vacation may accumulate up to a maximum of thirty days or, with the prior approval of the dean, forty-four days. These days may be scheduled in any way that does not interfere with proper performance of academic-year duties. Department offices are to be informed at all times of faculty absences during periods of duty and are to maintain records of such absences.

Postdoctoral associates accrue vacation time at a rate of fifteen days a year. At the discretion of the supervising professor and the chairperson of the academic unit, a postdoctoral associate may be awarded additional vacation, up to a total of twenty-two days a year.

Accrued vacation must be taken before the termination date of the appointment. Vacation cannot extend salary payments beyond the termination of appointment.

Faculty members on nine-month (academic-year) appointments do not accrue vacation.

*Recesses.* Each year, classes are cancelled on a Monday and Tuesday in October to provide a short recess during the long period between registration and Thanksgiving. This is followed by intersession, a longer recess between the end of the fall term and registration for the spring term. The spring break is a weeklong recess around the middle of the spring term. These recesses are not vacation periods for academic employees and graduate assistants, all of whom are on duty, even though classes do not meet. Faculty members are expected to report grades promptly, work with graduate students, and carry out other administrative and scholarly pursuits during these periods.

Those on twelve-month appointments who want to be absent for personal reasons during the intersession may assign part of their annual vacation to that period or request a leave of absence. Those on nine-month appointments may request a leave of absence.