



Maryanne Vigneaux/Lib  
11/05/2003 06:13 PM

To: Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc: F.Jason Torre/Lib  
Subject: Library Bulletin, November 5, 2003, Number1396

**This information was received from Human Resources :**  
**For UUP employees: the day after Thanksgiving is observed as a holiday in lieu of Lincoln's Birthday .**  
**For CSEA employees: accruals must be charged for the day after Thanksgiving . CSEA employees who wish to work should contact their supervisor . The supervisor will need to make arrangements through Recruiting and Employment Services .**

## Human Resource Services

Recruiting & Employment Services  
390 Administration Building  
Stony Brook, New York 11794-0751

Tel: (631) 632-1129  
Fax: (631) 632-2338

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**To:** VP/Dean Coordinators & Department Administrators  
**From:** Lou de Onis, Manager of Recruiting & Employment Services  
**Re:** Day After Thanksgiving  
**Date:** November 4, 2003

Supervisors are encouraged to make appropriate arrangements for employees that do not wish to use their vacation or personal time for the Friday following Thanksgiving Day. In the event an alternate work assignment cannot be arranged locally, supervisors may contact Recruiting & Employment Services for assistance.

**We ask that requests be submitted no later than 12:00 noon, November 19, 2003.**

Please E-mail (Lotus Notes) requests to: HRS Recruiting, or call Nicole Anderson at 2-1129.

The following information is **required** to facilitate a re-assignment

- Employee Name
- Employee Phone Number
- Reassignment Dates
- Position Title
- Supervisor Name
- Supervisor Phone Number
- Department
- Work Hours

**Please distribute this information to departments in your area .**

This information is also available in [News & Events on the HRS web page at http://www.stonybrook.edu/hr](http://www.stonybrook.edu/hr)

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AA/EOE