



Phone: 607-777-6952  
Fax: 607-777-4947

PO Box 6000  
Binghamton, New York 13902-6000

**MEMORANDUM**

**DATE:** December 3, 2024  
**TO:** Faculty, Librarians, Staff (both classified and unclassified), Graduate Assistants

**Subject:** Christmas Break

Faculty, Librarians, Staff (both classified and unclassified), and Graduate Assistants are encouraged to complete any training from an alternate location over the holiday period between December 26, 2024 through December 29, 2024.

Christmas (and Christmas Holidays) is observed for the break instead of 4 days. The

