



Employee Holiday and Work Schedule Information Academic Year 2019 – 2020

Office of Human Resources

August 23, 2019

The College Will Be Closed:

Labor Day	Monday, September 2, 2019
Rosh Hashanah Classes will not be held after 4 p.m. Sunday, September 29, 2019.	Monday, September 30, 2019 Tuesday, October 1, 2019
Yom Kippur Classes will not be held after 4 p.m. Tuesday, October 8, 2019.	Wednesday, October 9, 2019
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving, Wednesday, November 27, 2019	Thursday, November 28, 2019 Friday, November 29, 2019 Saturday, November 30, 2019 Sunday, December 1, 2019
Day Preceding Christmas	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
*College Designated Days Between Christmas and New Year’s Holidays Full-time employees should make up three (3) days (December 26 th , 27 th and, 30 th) during the winter, spring semester, and spring recess period. For more information, see page 2.	Thursday, December 26, 2019 Friday, December 27, 2019 Monday, December 30, 2019
Day Preceding New Year’s	Tuesday, December 31, 2019
New Year’s Day	Wednesday, January 1, 2020
Martin Luther King, Jr. Day	Monday, January 20, 2020
President’s Day	Monday, February 17, 2020
Good Friday	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day (Observed) - During the work week of Monday, June 29 st , employees will work their normal hours..	Friday, July 3, 2020
Friday Closings During Summer Recess 2020 The College will be closed on Fridays for approximately 10 consecutive weeks during the summer. Specific dates and instructions on making up or charging time due to the Friday closings will be sent to all employees during the spring 2020 semester.	

Work Hours During Recess Periods (Full-Time Bargaining Staff Only)

Bargaining Employees appointed to full-time staff positions on or after December 1, 1994 shall work 35 hours per week. Such employees shall become eligible to work 30 hours per week (shorter hours) during the following recess periods on the first day of the fiscal year (July 1st) following five years of continuous full-time service:

Winter Recess	Tuesday, December 17, 2019 through and including Wednesday, January 22, 2020. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Thursday, January 23, 2020.
Spring Recess	Monday, April 6, 2020 through and including Sunday, April 12, 2020. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 13, 2020.
Summer Recess	Monday, May 18, 2020 through and including Sunday, August 23, 2020. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 24, 2020.

Optional Holidays (Full-Time Staff and Administration Only)

The College will be open during these holidays. Employees may take a day on the holiday with the approval of their supervisor(s):

Columbus Day	Monday, October 14, 2019
Election Day	Tuesday, November 5, 2019
Veterans Day	Monday, November 11, 2019
Lincoln’s Birthday	Wednesday, February 12, 2020

The college will be closed three (3) weekdays between the Christmas and New Year’s holidays (December 26th, 27th and, 30th). Therefore, after reviewing their work schedules with their supervisor(s), full-time employees have the option to either:

A) Make up the three (3) days by working one (1) additional hour per day during the winter recess period, the beginning of the spring semester, and/or the spring recess period until individuals have made up their hours as in the examples below:

<p>30 HOUR EMPLOYEES (classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours)</p>
<p>Classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours should make up 18 hours, during the winter recess and/or spring recess period.</p> <p>For example, if:</p> <ul style="list-style-type: none"> ▪ A non-classroom faculty, classroom assistant, or bargaining staff employee eligible for shorter hours, works an additional hour each work day during the specified recess periods listed above until 18 hours are completed.

<p>35 HOUR EMPLOYEES (staff <u>not</u> eligible for shorter hours)</p>
<p>35 hour per week employees should make up 21 hours during the winter session, the beginning of the spring semester, and/or spring recess period.</p> <p>For example, if:</p> <ul style="list-style-type: none"> ▪ A staff employee works an additional hour each work day during the specified recess periods listed above until 21 hours are completed.

- B) Charge their available vacation, optional and/or free day time banks one (1) day (.86 for employees eligible for shorter hours) on the corresponding college designated closing (December 26th, 27th, and, 30th) on the December 2019 leave report.
- C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 26th, 27th, and, 30th) on the December 2019 leave report and working additional hours during the winter recess, spring semester, and/or spring recess that will total the appropriate make-up hours (Please discuss with your supervisor).
- Part-time employees will be allowed to make up their scheduled work hours for December 26th, 27th and, 30th during the winter recess period. Employee make up hours should be scheduled in alignment with their department’s business needs after speaking with their supervisor.

The 2019 winter session deduction schedules will be posted on our webpage <http://www.fitnyc.edu/hr/>during the fall 2019 semester.

This information applies to all FIT and related auxiliary corporation employees.

Please do not hesitate to contact the Office of Human Resources at 7-3650 with any questions. We are committed to providing you with timely, accurate and consistent answers to your questions and concerns.

Visit the Office of Human Resources website at <http://www.fitnyc.edu/hr/>for additional annual leave and other information.