



Employee Holiday and Work Schedule Information Academic Year 2015 – 2016

Office of Human Resources

September 10, 2015

The College Will Be Closed:

Labor Day	Monday, September 7, 2015
Rosh Hashanah	Monday, September 14, 2015 Tuesday, September 15, 2015
Yom Kippur Evening classes will not be held Tuesday, September 22, 2015.	Wednesday, September 23, 2015
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving, Wednesday, November 25, 2015	Thursday, November 26, 2015 Friday, November 27, 2015 Saturday, November 28, 2015 Sunday, November 29, 2015
Day Preceding Christmas	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015
*College Designated Days Between Christmas and New Year’s Holidays Full-time employees should make up three (3) days (December 28 th , 29 th and, 30 th) during the winter, spring semester, and spring recess period. For more information, see page 2.	Monday, December 28, 2015 Tuesday, December 29, 2015 Wednesday, December 30, 2015
Day Preceding New Year’s	Thursday, December 31, 2015
New Year’s Day	Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
President’s Day	Monday, February 15, 2016
Good Friday	Friday, March 25, 2016
*Passover Classes will not be held but the college will remain open.	Friday, April 22, 2016
Memorial Day	Monday, May 30, 2016
Independence Day (Observed) - During the work week of Monday, July 4 th , employees will work their normal hours and the college will be open Friday, July 8 th .	Monday, July 4, 2016
Friday Closings During Summer Recess 2016 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 2016 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	Wednesday, December 23, 2015 through and including Wednesday, January 20, 2016. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Thursday, January 21, 2016.
Spring Recess	Monday, March 21, 2016 through and including Sunday, March 27, 2016. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, March 28, 2016.
Summer Recess	Wednesday, May 25, 2016 through and including Sunday, August 21, 2016. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 22, 2016.

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 12, 2015
Election Day	Tuesday, November 3, 2015
Veterans Day	Wednesday, November 11, 2015
Lincoln’s Birthday	Friday, February 12, 2016

The college will be closed three (3) weekdays between the Christmas and New Year's holidays (December 28th, 29th 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:

30 HOUR EMPLOYEES

(classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours)

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.

For example, if:

- A non-classroom faculty, classroom assistant, or bargaining staff employee eligible for shorter hours, works an additional hour each work day 1/4/16 – 1/28/16, Monday – Friday, s/he will have made up 18 hours.

35 HOUR EMPLOYEES

(staff not eligible for shorter hours)

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.

For example, if:

- A staff employee works an additional hour each work day 1/4/16 – 2/2/16, Monday - Friday, s/he will have made up 21 hours.

B) Charge their available vacation, optional and/or free day time banks one (1) day on the corresponding college designated closing (December 28th, 29th, and, 30th) on the December 2015 leave report.

C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 28th, 29th, and, 30th) on the December 2015 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 28th, 29th 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 2016 winter session deduction schedules will be posted on our webpage <http://www.fitnyc.edu/hr> during the fall 2015 semester.

This information applies to all FIT and related auxiliary corporation employees. Classroom faculty, both full and part-time, do not have to make-up time when the college is closed for the holiday break(s) or Summer Friday closings.

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.