



Employee Holiday and Work Schedule Information Academic Year 2017 – 2018

Office of Human Resources

September 5, 2017

The College Will Be Closed:

Labor Day	Monday, September 4, 2017
Rosh Hashanah Classes will not be held after 4 p.m. Wednesday, September 20, 2017.	Thursday, September 21, 2017 Friday, September 22, 2017
Yom Kippur Classes will not be held after 4 p.m. Friday, September 29, 2017.	Saturday, September 30, 2017
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving, Wednesday, November 22, 2017	Thursday, November 23, 2017 Friday, November 24, 2017 Saturday, November 25, 2017 Sunday, November 26, 2017
Day Preceding Christmas	Friday, December 22, 2017
Christmas Day	Monday, December 25, 2017
*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, 28 th) during the winter, spring semester, and spring recess period. For more information, see page 2.	Tuesday, December 26, 2017 Wednesday, December 27, 2017 Thursday, December 28, 2017
Day Preceding New Year's	Friday, December 29, 2017
New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018
Memorial Day	Monday, May 28, 2018
Independence Day (Observed) - During the work week of Monday, July 2 nd , employees will work their normal hours and the college will be open Friday, July 6 th .	Wednesday, July 4, 2018
Friday Closings During Summer Recess 2018 The College will be closed on Fridays for approximately 11 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 2018 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	Friday, December 22, 2017 through and including Thursday, January 18, 2018. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Friday, January 19, 2018.
Spring Recess	Monday, March 26, 2018 through and including Sunday, April 1, 2018. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 2, 2018.
Summer Recess	Thursday, May 24, 2018 through and including Sunday, August 19, 2018. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 20, 2018.

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 9, 2017
Election Day	Tuesday, November 7, 2017
Veterans Day	Friday, November 10, 2017
Lincoln's Birthday	Monday, February 12, 2018

The college will be closed three (3) weekdays between the Christmas and New Year's holidays (December 26th, 27th and, 28th). 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 during the specified recess periods listed above until 18 hours are completed.

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 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 on the corresponding college designated closing (December 26th, 27th, and, 28th) on the December 2017 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, 28th) on the December 2017 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, 28th 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 2018 winter session deduction schedules will be posted on our webpage <http://www.fitnyc.edu/hr/> during the fall 2017 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.