



Employee Holiday and Work Schedule Information Academic Year 2011 – 2012

Office of Human Resources

August 22, 2011

COLLEGE HOLIDAY CLOSINGS

All Employees:

Labor Day	Monday, September 5, 2011
Rosh Hashanah Evening classes will not be held Wednesday evening, September 28, 2011.	Thursday, September 29, 2011 Friday, September 30, 2011
Yom Kippur Evening classes will not be held Friday evening, October 7, 2011.	Saturday, October 8, 2011
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving, Wednesday, November 23, 2011.	Thursday, November 24, 2011 Friday, November 25, 2011 Saturday, November 26, 2011 Sunday, November 27, 2011
Day Preceding Christmas	Saturday, December 24, 2011
Christmas Day	Sunday, December 25, 2011
Christmas Day (Observed)	Monday, December 26, 2011
Since the day preceding Christmas falls on a weekend, employees shall be compensated with one (1) day off during the work week.	Tuesday, December 27, 2011
Days Between Christmas and New Year's Holidays Full-time employees should make up two (2) days (December 28 th and 29 th) during the winter recess period. For more information, see page 2.	Wednesday, December 28, 2011 Thursday, December 29, 2011
Since the day preceding New Year's falls on a weekend, employees shall be compensated with one (1) day off during the work week.	Friday, December 30, 2011
Day Preceding New Year's	Saturday, December 31, 2011
New Year's Day	Sunday, January 1, 2012
New Year's Day (Observed)	Monday, January 2, 2012
Martin Luther King, Jr. Day	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Good Friday	Friday, April 6, 2012
Memorial Day	Monday, May 28, 2012
Independence Day The College will be open on Friday, July 6, 2012	Wednesday, July 4, 2012
Friday Closings During Summer Recess 2012 The College will be closed on Fridays for approximately ten (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 2012 semester.	

WORK WEEK FULL-TIME STAFF ONLY: 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) on the first day of the fiscal year (July 1st) following five years of continuous full-time service during the following recess periods:

Winter Recess	Tuesday, January 3, 2012 through and including Sunday, January 22, 2012 is considered the winter recess period. Full-time staff employees shall resume their regular 35 hours per week work schedules on Monday, January 23, 2012.
Spring Recess	Monday, April 2, 2012 through and including Sunday, April 8, 2012 is considered the spring recess period. Full-time staff employees shall resume their regular 35 hours per week work schedules on Monday, April 9, 2012.
Summer Recess	Monday, May 21, 2012 through and including Sunday, August 19, 2012 is considered the summer recess period. Full-time staff employees shall resume their regular 35 hours per week work schedules on Monday, August 20, 2012.

WORK HOURS DURING WINTER AND SPRING RECESS PERIOD

Full-time staff, non-classroom faculty and classroom assistants:

THE COLLEGE WILL BE CLOSED TWO (2) WEEKDAYS BETWEEN THE CHRISTMAS AND NEW YEAR'S HOLIDAYS. THEREFORE, AFTER REVIEWING THEIR WORK SCHEDULES WITH THEIR SUPERVISOR(S), FULL-TIME EMPLOYEES HAVE THE OPTION TO EITHER:

- A) Make up the two (2) days by working one (1) additional hour per day during winter recess (1/3/2012 – 1/22/2012) and/or spring recess (4/2/2012 – 4/8/2012) periods until individuals have made up their hours as in the examples below:

30 HOUR EMPLOYEES

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

Employees should **make up 12 hours** during the winter and/or spring recess periods. As such, the value of a work day will be equal to 7 hours until individuals have made up their 12 hours.

After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch.

For example, employees have the option of working one of, or a variation of the following schedules:

WITH 1 HR. LUNCH

9 – 12 = 3 hours

12 – 1 = 1 hour lunch

1 – 5 = 4 hours

Total = 7 hours worked

1 hour for lunch

WITH 30 MIN. LUNCH

9 – 12:30 = 3 ½ hours

12:30 – 1 = 30 minute lunch

1 – 4:30 = 3 ½ hours

Total = 7 hours worked and

and 30 minutes for lunch

For example, if an employee works an additional hour, Monday through Friday, from 1/3/2012 – 1/19/2012, s/he will have made up their 12 hours.

35 HOUR EMPLOYEES

(staff not eligible for shorter hours)

Employees should **make up 14 hours** during the winter and/or spring recess periods. As such, the value of a work day will be equal to 8 hours until individuals have made up their 14 hours.

After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch.

For example, employees have the option of working one of, or a variation of the following schedules:

WITH 1 HR. LUNCH

8 – 12 = 4 hours

12 – 1 = 1 hour lunch

1 – 5:00 = 4 hours

Total = 8 hours worked

and 1 hour for lunch

WITH 30 MIN. LUNCH

9 – 12:30 = 3 ½ hours

12:30 – 1 = 30 minute lunch

1 – 5:30 = 4 ½ hours

Total = 8 hours worked

and 30 minutes for lunch

For example, if an employee works an additional hour, Monday through Friday, 1/3/2012 – 1/23/2012 s/he will have made up their 14 hours.

- B) Charge their available vacation, optional and/or free day time banks one (1) hour for each day an employee does not make up time until they have **charged their 12 or 14 hours**. After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch. Employees have the option of charging their available vacation, optional and/or free day time banks to extend their lunch period to an hour. Please visit <http://www.fitnyc.edu/hr> for the 2012 winter recess deduction schedules.

OPTIONAL HOLIDAYS

Optional holidays may be taken consecutively with the approval of the supervisor and the appropriate division head:

Columbus Day	Monday, October 10, 2011
Election Day	Tuesday, November 8, 2011
Veterans Day	Friday, November 11, 2011
Lincoln's Birthday (Observed)	Monday, February 13, 2012

Please don't 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 annual leave and other information.