



## Employee Holiday and Work Schedule Information Academic Year 2018 – 2019

Office of Human Resources

### The College Will Be Closed:

<b>Labor Day</b>	Monday, September 3, 2018
<b>Rosh Hashanah</b> Classes will not be held after 4 p.m. Sunday, September 9, 2018.	Monday, September 10, 2018 Tuesday, September 11, 2018
<b>Yom Kippur</b> Classes will not be held after 4 p.m. Tuesday, September 18, 2018.	Wednesday, September 19, 2018
<b>Thanksgiving Recess</b> Day and evening classes <b>will</b> be held the day before Thanksgiving, Wednesday, November 21, 2018	Thursday, November 22, 2018 Friday, November 23, 2018 Saturday, November 24, 2018 Sunday, November 25, 2018
<b>Day Preceding Christmas</b>	Monday, December 24, 2018
<b>Christmas Day</b>	Tuesday, December 25, 2018
<b>*College Designated Days Between Christmas and New Year's Holidays</b> Full-time employees should make up three (3) days (December 26 <sup>th</sup> , 27 <sup>th</sup> and, 28 <sup>th</sup> ) during the winter, spring semester, and spring recess period. For more information, see page 2.	Wednesday, December 26, 2018 Thursday, December 27, 2018 Friday, December 28, 2018
<b>Day Preceding New Year's</b>	Monday, December 31, 2018
<b>New Year's Day</b>	Tuesday, January 1, 2019
<b>Martin Luther King, Jr. Day</b>	Monday, January 21, 2019
<b>President's Day</b>	Monday, February 18, 2019
<b>Good Friday</b>	Friday, April 19, 2019
<b>Memorial Day</b>	Monday, May 27, 2019
<b>Independence Day (Observed)</b> - During the work week of Monday, July 1 <sup>st</sup> , employees will work their normal hours and the college will be <b>open</b> Friday, July 5 <sup>th</sup> .	Thursday, July 4, 2019
<b>Friday Closings During Summer Recess 2019</b> The College will be closed on Fridays for <b>approximately</b> 10 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 2019 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 1<sup>st</sup>) following five years of continuous full-time service:

<b>Winter Recess</b>	Friday, December 21, 2018 through and including Wednesday, January 23, 2019. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Thursday, January 24, 2019.
<b>Spring Recess</b>	Monday, April 15, 2019 through and including Sunday, April 21, 2019. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 22, 2019.
<b>Summer Recess</b>	Thursday, May 23, 2019 through and including Sunday, August 18, 2019. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 19, 2019.

### 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 prior approval of their supervisor(s):

<b>Columbus Day</b>	Monday, October 8, 2018
<b>Election Day</b>	Tuesday, November 6, 2018
<b>Veterans Day</b>	Monday, November 12, 2018
<b>Lincoln's Birthday</b>	Tuesday, February 12, 2019

The college will be closed three (3) weekdays between the Christmas and New Year's holidays (December 26<sup>th</sup>, 27<sup>th</sup> and, 28<sup>th</sup>). 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 26<sup>th</sup>, 27<sup>th</sup>, and, 28<sup>th</sup>) on the December 2018 leave report.
- C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 26<sup>th</sup>, 27<sup>th</sup>, and, 28<sup>th</sup>) on the December 2018 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 26<sup>th</sup>, 27<sup>th</sup> and, 28<sup>th</sup> 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 2018 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.