



## Employee Holiday and Work Schedule Information Academic Year 2016 – 2017

Office of Human Resources

September 6, 2016

**The College Will Be Closed:**

<b>Labor Day</b>	Monday, September 5, 2016
<b>Rosh Hashanah</b>	Monday, October 3, 2016 Tuesday, October 4, 2016
<b>Yom Kippur</b> Evening classes will not be held Tuesday, October 11, 2016.	Wednesday, October 12, 2016
<b>Thanksgiving Recess</b> Day and evening classes <b>will</b> be held the day before Thanksgiving, Wednesday, November 23, 2016	Thursday, November 24, 2016 Friday, November 25, 2016 Saturday, November 26, 2016 Sunday, November 27, 2016
<b>Day Preceding Christmas</b>	Friday, December 23, 2016
<b>Christmas Day</b>	Monday, December 26, 2016
<b>*College Designated Days Between Christmas and New Year’s Holidays</b> Full-time employees should make up three (3) days (December 27 <sup>th</sup> , 28 <sup>th</sup> and, 29 <sup>th</sup> ) during the winter, spring semester, and spring recess period. For more information, see page 2.	Tuesday, December 27, 2016 Wednesday, December 28, 2016 Thursday, December 29, 2016
<b>Day Preceding New Year’s</b>	Friday, December 30, 2016
<b>New Year’s Day</b>	Monday, January 2, 2017
<b>Martin Luther King, Jr. Day</b>	Monday, January 16, 2017
<b>President’s Day</b>	Monday, February 20, 2017
<b>Good Friday</b>	Friday, April 14, 2017
<b>Memorial Day</b>	Monday, May 29, 2017
<b>Independence Day (Observed)</b> - During the work week of Monday, July 3 <sup>rd</sup> , employees will work their normal hours and the college will be <b>open</b> Friday, July 7 <sup>th</sup> .	Tuesday, July 4, 2017
<b>Friday Closings During Summer Recess 2017</b> The College will be closed on Fridays for <b>approximately</b> 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 2017 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>	Wednesday, December 21, 2016 through and including Thursday, January 19, 2017. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Friday, January 20, 2017.
<b>Spring Recess</b>	Monday, April 10, 2017 through and including Sunday, April 16, 2017. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 17, 2017.
<b>Summer Recess</b>	Tuesday, May 23, 2017 through and including Sunday, August 20, 2017. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 21, 2017.

**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):

<b>Columbus Day</b>	Monday, October 10, 2016
<b>Election Day</b>	Tuesday, November 8, 2016
<b>Veterans Day</b>	Friday, November 11, 2016
<b>Lincoln’s Birthday</b>	Monday, February 13, 2017

The college will be closed three (3) weekdays between the Christmas and New Year's holidays (December 27<sup>th</sup>, 28<sup>th</sup> and, 29<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 27<sup>th</sup>, 28<sup>th</sup>, and, 29<sup>th</sup>) on the December 2016 leave report.
- C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 27<sup>th</sup>, 28<sup>th</sup>, and, 29<sup>th</sup>) on the December 2016 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 27<sup>th</sup>, 28<sup>th</sup> and, 29<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 2017 winter session deduction schedules will be posted on our webpage <http://www.fitnyc.edu/hr> during the fall 2016 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.