

**Employee Holiday and Work Schedule Information
Academic Year 2021 – 2022
August 17, 2021**

The College Will Be Closed:

Labor Day	Monday, September 6, 2021
Rosh Hashanah	Tuesday, September 7, 2021 Wednesday, September 8, 2021
Yom Kippur Classes will not be held after 4 pm on Wednesday, September 15, 2021.	Thursday, September 16, 2021
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving - Wednesday, November 24, 2021.	Thursday, November 25, 2021 Friday, November 26, 2021 Saturday, November 27, 2021 Sunday, November 28, 2021
Day Preceding Christmas Observation of this holiday will take place on the 23 rd due to the 24 th observed for Christmas Day.	Thursday, December 23, 2021
Christmas Day Observation of this holiday will take place on the 24 th due to the 25 th falling on Saturday.	Friday, December 24, 2021
*College Designated Days Between Christmas and New Year's Holidays Full-time employees should make up three (3) days (December 27 th , 28 th , and 29 th) during the winter, spring semester, and spring recess period. For more information, see page 2.	Monday, December 27, 2021 Tuesday, December 28, 2021 Wednesday, December 29, 2021
Day Preceding New Year's Observation of this holiday will take place on the 30 th due to the 31 st observed for New Year's Day.	Thursday, December 30, 2021
New Year's Day Observation of this holiday will take place on the 31 st due to the 1 st falling on Saturday.	Friday, December 31, 2021
Martin Luther King Jr. Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth (Observed) - During the work week of Monday, June 20th, employees will work their normal hours.	Monday, June 20, 2022
Independence Day (Observed) - During the work week of Monday, July 4th, employees will work their normal hours.	Monday, July 4, 2022
Friday Closings During Summer Recess 2022 The College will be closed on Fridays for approximately 10 consecutive weeks during the summer. Specific dates and instructions will be announced during the spring 2022 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 22, 2021 through and including Wednesday, January 19, 2022. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Thursday, January 20, 2022.
Spring Recess	Monday, April 11, 2022 through and including Sunday, April 17, 2022. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 18, 2022.
Summer Recess	Monday, May 16, 2022 through and including Sunday, August 21, 2022. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 22, 2022.

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 11, 2021
Election Day	Tuesday, November 2, 2021
Veterans Day	Thursday, November 11, 2021
Lincoln's Birthday	Friday, February 11, 2022

The college will be closed three (3) weekdays between the Christmas and New Year’s holidays (December 27th, 28th, and 29th). 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:

<p align="center">30 HOUR EMPLOYEES (classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours)</p>	<p align="center">35 HOUR EMPLOYEES (staff <u>not</u> eligible for shorter hours)</p>
<p>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.</p> <p>For example, if:</p> <ul style="list-style-type: none"> ▪ 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. 	<p>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.</p> <p>For example, if:</p> <ul style="list-style-type: none"> ▪ 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 (.86 for employees eligible for shorter hours) on the corresponding college designated closing (December 27th, 28th, and 29th) on the December 2021 leave report.

C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 27th, 28th, and 29th) on the December 2021 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 27th, 28th, and 29th 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 2022 winter session leave bank deduction schedules will be posted on our web page at <http://www.fitnyc.edu/hr/current-employees/leave-management/index.php> during the fall 2021 semester.

This information applies to all FIT and related auxiliary corporation employees.

Please do not hesitate to contact the Office of Human Resources by visiting the [HR Solutions Center](#) 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.