



## Employee Holiday and Work Schedule Information Academic Year 2010 – 2011

Office of Human Resources

August 23, 2010

### COLLEGE HOLIDAY CLOSINGS

All employees:

<b>Labor Day</b>	Monday, September 6, 2010
<b>Rosh Hashanah</b> Evening classes will not be held Wednesday evening, September 8, 2010	Thursday, September 9, 2010 Friday, September 10, 2010
<b>Yom Kippur</b> Evening classes will not be held Friday evening, September 17, 2010	Saturday, September 18, 2010
<b>Thanksgiving Recess</b> Day and evening classes will be held the day before Thanksgiving, Wednesday, November 24, 2010	Thursday, November 25, 2010 Friday, November 26, 2010 Saturday, November 27, 2010 Sunday, November 28, 2010
<b>Day Preceding Christmas</b>	Friday, December 24, 2010
<b>Christmas Day</b>	Saturday, December 25, 2010
<b>Days Between Christmas And New Year's Holidays</b> Since Christmas day is on a Saturday, Monday, December 27, 2010 is being designated as a day off in lieu of the Christmas holiday and; since New Year's day is on a Saturday, Thursday, December 30, 2010 is being designated as a day off in lieu of New Year's holiday. Therefore, full-time employees should only make up two days (December 28 and 29) during the winter recess period. For more information, please see page 2.	Monday, December 27, 2010 Tuesday, December 28, 2010 Wednesday, December 29, 2010 Thursday, December 30, 2010
<b>Day Preceding New Year's</b>	Friday, December 31, 2010
<b>New Year's Day</b>	Saturday, January 1, 2011
<b>Martin Luther King, Jr. Day</b>	Monday, January 17, 2011
<b>President's Day</b>	Monday, February 21, 2011
<b>Good Friday</b>	Friday, April 22, 2011
<b>Memorial Day</b> The College will be open on Friday, June 3, 2011	Monday, May 30, 2011
<b>Independence Day (Observed)</b> The College will be open on Friday, July 8, 2011	Monday, July 4, 2011
<b>Friday Closings During Summer Recess 2011</b> 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 2011 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 1<sup>st</sup>) following five years of continuous full-time service during the following recess periods:

<b>Winter Recess</b>	<b>Friday, December 24, 2010 through and including Sunday, January 23, 2011 is considered the Winter Recess period.</b> Full-time staff employees shall resume their regular 35 hours per week work schedules on Monday, January 24, 2011.
<b>Spring Recess</b>	<b>Monday, April 18, 2011 through and including Sunday, April 24, 2011 is considered the Spring Recess period.</b> Full-time staff employees shall resume their regular 35 hours per week work schedules on Monday, April 25, 2011
<b>Summer Recess</b>	<b>Monday, May 23, 2011 through and including Sunday, August 21, 2011 is considered the Summer Recess period.</b> Full-time staff employees shall resume their regular 35 hours per week work schedules on Monday, August 22, 2011.

**WORK HOURS DURING WINTER AND SPRING RECESS PERIOD**

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

**THE COLLEGE WILL BE CLOSED FOUR (4) 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 two (2) days, due to Christmas Day and New Year's Day holidays taking place on Saturdays, by working one (1) additional hour per day during the Winter Recess (1/3/2011 – 1/25/2011) and/or Spring Recess (4/18/2011 – 4/24/2011) periods until individuals have made up their hours as follows:

<b>30 HOUR EMPLOYEES</b> (classroom assistants, non-classroom faculty and staff eligible for shorter hours)	
<p>The Christmas Day and New Year's Day holidays will take place on Saturdays. Therefore, employees will <b><u>make up 12 hours</u></b> 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.</p> <p>After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch.</p> <p>For example, employees have the option of working one of, or a variation of the following schedules:</p>	
<p><b>WITH 1 HR. LUNCH</b>            9 – 12 = 3 hours            12 – 1 = 1 hr. lunch  <u>1 – 5 = 4 hours</u>            Total = 7 hours worked            and 1 hour for lunch</p>	<p><b>WITH 30 MIN. LUNCH</b>            9 – 12:30 = 3 ½ hours            12:30 – 1 = ½ an hr. lunch  <u>1 – 4:30 = 3 ½ hours</u>            Total = 7 hours worked            and 30 minutes for lunch</p>
<p>For example, if an employee works an additional 1 hour, Monday through Friday, from 1/3/2011 – 1/19/2011, s/he will have made up their 12 hours.</p>	

<b>35 HOUR EMPLOYEES</b> (staff not eligible for shorter hours)	
<p>The Christmas Day and New Year's Day holidays will take place on Saturdays. Therefore, employees will <b><u>make up 14 hours</u></b> 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.</p> <p>After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch.</p> <p>For example, employees have the option of working one of, or a variation of the following schedules:</p>	
<p><b>WITH 1 HR. LUNCH</b>            8 – 12 = 4 hours            12 – 1 = 1 hr. lunch  <u>1 – 5 = 4 hours</u>            Total = 8 hours worked            and 1 hour for lunch</p>	<p><b>WITH 30 MIN. LUNCH</b>            8 – 12:30 = 4 ½ hours            12:30 – 1 = ½ an hr. lunch  <u>1 – 4:30 = 3 ½ hours</u>            Total = 8 hours worked            and 30 min for lunch</p>
<p>If an employee works an additional 1 hour, Monday through Friday, 1/3/2011 – 1/21/2011, s/he will have made up their 14 hours.</p>	

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. 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 2011 Winter Recess Deduction Schedules.

Optional Holidays

<b>Columbus Day</b>	Monday, October 11, 2010
<b>Election Day</b>	Tuesday, November 2, 2010
<b>Veterans Day</b>	Thursday, November 11, 2010
<b>Lincoln's Birthday (Observed)</b>	Friday, February 11, 2011

**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.**

*Please visit the Office of Human Resources Website at <http://www.fitnyc.edu/hr> for Annual Leave and other information*