

Employee Holiday/Work Schedule and Annual Leave Information Academic Year 2009 – 2010

Office of Human Resources

August 24, 2009

COLLEGE HOLIDAY CLOSINGS

All employees:

Labor Day	Monday, September 7, 2009
Rosh Hashanah Evening classes will not be held Friday evening, September 18, 2009	Saturday, September 19, 2009 Sunday, September 20, 2009
Yom Kippur Evening classes will not be held Sunday evening, September 27, 2009	Monday, September 28, 2009
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving, Wednesday, November 25, 2009	Thursday, November 26, 2009 Friday, November 27, 2009 Saturday, November 28, 2009 Sunday, November 29, 2009
Day Preceding Christmas	Thursday, December 24, 2009
Christmas Day	Friday, December 25, 2009
Days Between Christmas And New Year's Holidays	Monday, December 28, 2009 Tuesday, December 29, 2009 Wednesday, December 30, 2009
Day Preceding New Year's	Thursday, December 31, 2009
New Year's Day	Friday, January 1, 2010
Martin Luther King, Jr. Day	Monday, January 18, 2010
President's Day	Monday, February 15, 2010
Good Friday	Friday, April 2, 2010
Memorial Day The College will be open on Friday, June 4, 2010	Monday, May 31, 2010
Independence Day (Observed) The College will be open on Friday, July 9, 2010.	Monday, July 5, 2010
Friday Closings During Summer Recess 2010 In those cases where operational necessity requires an office to be open on a Friday during the summer, the College will provide full-time employees with a mutually agreed upon (between employee and supervisor(s)) an alternate day off in the work week All part-time employees may make up their missed work hours during other regularly scheduled work days	Fridays: June 11 July 2 August 6 June 18 July 16 June 25 July 23 July 30

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	Monday, January 4, 2010 through and including Tuesday, January 26, 2010
Spring Recess	Sunday, March 29, 2010 through and including Sunday, April 4, 2010
Summer Recess	Monday, June 1, 2010 through and including Sunday, August 22, 2010

Such full-time staff employees shall resume their regular 35 hours per week work schedules on Monday, August 23, 2010

WORK HOURS DURING WINTER AND SUMMER RECESS PERIODS

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

THE COLLEGE WILL BE CLOSED THREE (3) DAYS 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 three (3) days by working one (1) additional hour per day during the Winter Recess (1/4/2010 – 1/26/2010) and/or Spring Recess (3/29/2010 – 4/4/2010) periods until individuals have made up their hours as follows:

30 HOUR EMPLOYEES (classroom assistants, non-classroom faculty and staff eligible for shorter hours)	
Employees will make up 18 hours during the Winter and Spring Recess periods. Therefore, the value of a work day will be equal to 7 hours until individuals have made up their 18 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 hr. lunch <u>1 – 5 = 4 hours</u> Total = 7 hours worked and 1 hour for lunch	WITH 30 MIN. LUNCH 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
If an employee works an additional hour Monday through Friday, from January 4, 2010 through January 28, 2010, s/he will have made up their 18 hours.	

35 HOUR EMPLOYEES (staff not eligible for shorter hours)	
Employees will make up 21 hours during the Winter and Spring Recess periods. Therefore, the value of a work day will be equal to 8 hours until individuals have made up their 21 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 hr. lunch <u>1 – 5 = 4 hours</u> Total = 8 hours worked and 1 hour for lunch	WITH 30 MIN. LUNCH 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
If an employee works an additional hour Monday through Friday, January 4, 2010 through January 29, 2010 and, Monday through Friday, March 30, 2010 through March 31, 2010, s/he will have made up their 21 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. 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://www3.fitnyc.edu/hr> for the *Deduction Schedules*.

THE COLLEGE WILL BE CLOSED TEN (10) CONSECUTIVE FRIDAYS DURING SUMMER RECESS. THEREFORE, AFTER REVIEWING THEIR WORK SCHEDULES WITH THEIR SUPERVISOR(S) FULL-TIME EMPLOYEES SHOULD EITHER:

A) Work their regular weekly hours over the course of four (4) days per week as follows:

30 HOUR EMPLOYEES (classroom assistants, non-classroom faculty and staff eligible for shorter hours)
Employees will work 30 hours over the course of four (4) days per week. Therefore, the value of a work day is equal to 7 hours and 30 minutes. As such, classroom assistants and non-classroom faculty who are absent a full day should charge their appropriate time banks 1.25 for a day of absence and staff eligible for shorter hours that are absent a full day should charge their time banks 1.07 for a day of absence. The time deduction schedules for summer 2010 will be issued during the spring 2010 semester.
After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch.
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35 HOUR EMPLOYEES (staff not eligible for shorter hours)
Employees will work 35 hours over the course of four (4) days per week. Therefore, the value of a work day is equal to 8 hours and 45 minutes and as such, employees who are absent a full day should charge their appropriate time banks 1.25 for a day of absence. The time deduction schedules for summer 2010 will be issued during the spring 2010 semester.
After reviewing their work schedules with their supervisor(s), employees may take either 1 hour or 30 minutes for lunch.
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30 HOUR EMPLOYEES**(classroom assistants, non-classroom faculty and staff eligible for shorter hours)**

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 – 5:30 = 4 ½ hoursTotal = 7 ½ hrs. for work
and 1 hr. for lunch**WITH 30 MIN. LUNCH**

9 – 12:30 = 3½ hour

12:30 – 1 = ½ an hour lunch

1 – 5 = 4 hoursTotal = 7 ½ hrs. for work
and 30 min. for lunch**35 HOUR EMPLOYEES****(staff not eligible for shorter hours)**

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 – 6:45 = 5 hrs and 45 minTotal = 8 hrs. and 45min. for
work and 1 hr. for lunch**WITH 30 MIN. LUNCH**

9 – 12 = 3 hours

12 – 12:30 = ½ an hour lunch

12:30 – 6:15 = 5 hrs and 45 minTotal = 8 hrs. and 45 min. for
work and 30 min. for lunch

TIME DEDUCTION SCHEDULES FOR SUMMER 2010 WILL BE ISSUED DURING THE SPRING 2010 SEMESTER

EXPLANATION OF EXCUSED LEAVE WITH PAY, TIME BANKS AND ACCRUALS

All employees:

College Business

Employees who represent the college at a function authorized by the senior administrator and/or at the request of the President or the President's designee will be considered to be out on college business. These functions include but are not limited to the authorized attendance at a conference or meeting or fulfilling any other specific external assignment. Employee must submit appropriate documentation to their supervisor/chairperson and senior administrator, and receive prior written approval to participate from the supervisor/chairperson and senior administrator.

The form to secure this approval can be found on our forms page: <http://www3.fitnyc.edu/hr/Forms.htm>. Scroll down to *College Business Authorization Form*, click to open and print.

After attending a college business event, employees should record pertinent information on their leave report or time sheet by entering a comment on their leave report or timesheet.

Court of Law

All employees who are absent due to attendance before a court of law or public authority in matters in which they have no personal or financial interest, directly or indirectly, shall receive full salary during their absence and shall not suffer loss of sick bank days. Employees should charge absences.

Employees should enter all relevant information by adding a comment on their leave report or timesheet.

Death in the Family (Bereavement)

Leave not to exceed five (5) consecutive days from the date of death of the employee's immediate family member or anyone in the employee's personal household. Immediate family shall include grandparents, parents, spouse, domestic partner, sister, brother, children, or "in-law" relationships of the types just mentioned. Reasonable time to attend the funeral services of an associate, relative, friend, or an employee of the College shall be permitted.

Employees should record an absence or absences for this reason by charging their death in the family time bank on the leave report or timesheet.

Emergency - College Closing

From time to time, emergency circumstances such as severe weather conditions may require an unscheduled closing by the College. A decision on whether to cancel classes and/or shut down offices will be based on many considerations, so that it is important for faculty and staff to proceed in the belief that the college is open and operating until they can confirm definitely to the contrary. That is, do not assume that—because other organizations are closing—FIT will follow suit.

Employees are encouraged to sign up for the State University of New York Emergency Alert System. SUNY NY-ALERT will only be used to send employees information regarding serious safety issues via e-mail messages, recorded voice messages and text messages to multiple addresses and phone numbers provided to the system. Information on campus closures and class cancellations created by dangerous travel conditions will also be included. The system itself and the data you provide to the system will not be used for any other campus information broadcast.

To sign up for this important service log on to <http://myfit.fitnyc.edu> using your network username and password and click on the Emergency Messaging System link in the FIT Web Resources column.

Furthermore, there are several information sources available where you can check the college's operating status:

Phone: Emergency Closing Number—212-217-7792

Internet: FIT Web site—www.fitnyc.edu

Television:

- NY1 News
- WCBS(2)
- WNBC(4)
- WNYW(5)
- WPIX(11)
- News 12 Long Island
- News 12 New Jersey
- News 12 Bronx
- News 12 Westchester

Radio:

- WCBS-AM (880)
- WOR-AM (710)
- WINS-AM (1010)

Please note that the communications will indicate day and/or nighttime class cancellations as well as closure of administrative and service offices.

Employees will not be required to charge their available time banks due to any emergency College closing.

Free Days

Free days are additional days granted to full-time staff, security, non-classroom faculty and classroom assistants each academic year. Free days are accrued as follows and must be used before the end of the academic year (September – August) as these days do not carry over.

Staff / Security hired on or after March 5, 2007

Years of service	Total free days accrued yearly	Free days accrued in	Carry-over days
1 – 2	Not eligible to accrue	0	0
3 and over	2	1 – Dec 1 – Mar or Apr	0

Staff / Security hired prior to March 5, 2007

Years of service	Total free days accrued yearly	Free days accrued in	Carry-over days
1 and over	4	2 – Dec 2 – Mar or Apr	0

Non-Classroom Faculty and Classroom Assistants hired on or after March 5, 2007

Years of service	Total free days accrued yearly	Free days accrued in	Carry-over days
1 – 5	3	December	0
6 – 8	4	December	0
9 and over	5	December	0

Non-Classroom Faculty and Classroom Assistants hired on or after December 15, 1994

Years of service	Total free days accrued yearly	Free days accrued in	Carry-over days
1 – 5	6	December	0
6 and 7	8	December	0
8 and 9	9	December	0
After 9	10	December	0

Non-classroom Faculty and Classroom Assistants hired before December 15, 1994

Total free days accrued yearly	Free days accrued in	Carry-over days
10	December	0

Employees should record an absence or absences for this reason by charging their free day time bank(s) on their leave report.

Graduation Ceremonies

Attendance at graduation ceremonies for the employee or the employee's spouse, domestic partner, child, sibling, or parent. If the ceremonies are conducted at a distance which requires the better part of a day for travel, the total number of days for this purpose may not exceed three (3) calendar days. This shall include the day preceding and the day following the ceremonies.

Employees should record an absence or absences for this reason by charging their graduation time bank on the leave report or timesheet.

Holidays with pay

Part-time staff, non-classroom faculty and classroom assistants shall receive one (1) holiday with pay per year after two (2) years of service. Part-time staff, non-classroom faculty and classroom assistants who have been granted a Certificate of Continuous Employment (CCE) shall be granted two (2) holidays with pay per year. Payment shall equal twenty percent (20%) of the employee's regular work-week compensation.

Jury Duty

Absences to fulfill jury duty service. Appropriate documentation must be submitted to the Office of Human Resources.

Employees should record an absence or absences for this reason by charging their jury duty time bank on the leave report or timesheet.

Military

Under New York Military Law Section 242, a public employee who is ordered to perform "military duty", including but not limited to attendance at any service school conducted by the armed forces, is entitled to paid his or her salary or other compensation for up to 22 working days or 30 calendar days (whichever is greater) in any one calendar year. However, participation in "routine reserve officer training corps training" is not considered to be ordered military duty except when the employee is performing "advanced training duty as a member of a reserve component of the armed forces." In addition, public employees who are ordered to perform military duty may be entitled to an additional 22 working or 30 calendar days pay if they qualify for supplemental military pay. An employee may only receive the supplemental benefit once.

Optional

Optional days are additional days granted to full-time staff and security. Full-time non-classroom faculty and classroom assistants do not accrue optional days. Upon the request of the employee, and with the prior written approval of the immediate supervisor and senior administrator, an optional holiday may be taken either on the day that it occurs, or on a day thereafter. When the College is officially closed on the date of the optional holiday, or if one of the optional holidays falls on a weekend, eligible employees shall receive equal time.

Optional Holidays – College is open

Columbus Day	Monday, October 12, 2009
Election Day	Tuesday, November 3, 2009
Veterans Day	Wednesday, November 11, 2009
Lincoln's Birthday	Friday, February 12, 2010

Optional days are accrued as follows and must be used before the end of the academic year (September – August) as these days do not carry over.

Full-time staff and security employees

Years of service	Optional days accrued yearly	Optional days are accrued in	Carry-over days
1 and over	4	Oct – 1 Nov – 2 Feb – 1	0

Employees should record an absence or absences for this reason by charging their optional day time banks on their leave report.

Personal Business

Personal Business days may be taken solely to attend to personal business that cannot be conducted outside of the work day such as medical appointments (may be charged to either the personal or sick banks), legal or financial business and/or home repairs. Personal days may not include compensated professional activities unrelated to the college or other activities for which the employee is paid. Advance notice must be given to the immediate supervisors when possible. It is recognized that emergencies may arise which prevent such prior notification. However, if requested by the employee's supervisor, upon return to work an explanation must be furnished.

Full-time employees may use up to five (5) personal business days per academic year (September through August).

Part-time employees may have two (2) personal business absences during the Fall/Winterim period and two (2) during the Spring/Summer period.

Days identified as personal days are drawn from the sick bank. Any unused personal days will be rolled back into the sick bank at the end of the academic year. In the event an employee has used up all personal business days, the President of the College or the President's designee may grant additional personal business days to be charged against the cumulative sick bank. Misuse of the above provisions shall result in the loss of pay.

Prostate and Mammography Screenings

The New York State Legislature has amended the Civil Service Law to mandate excused leaves of absences not to exceed four (4) hours on an annual basis for breast cancer screening (physical exams and mammograms) and prostate cancer screening.

To use the excused leave an employee will bring the *Excused Leave for Mammography and Prostate Screening Form* to their doctor for confirmation that the employee had an appointment for a breast or prostate cancer screening. The employee will submit the form to the Office of Human Resources. The employee will charge his/her sick bank for the four (4) or less hours. Once the Office of Human Resources receives the completed doctor's form, the hours will be restored to the employee's time bank.

To access this form please visit: <http://www3.fitnyc.edu/hr/Forms.htm>. Scroll down to *Excused Leave for Mammography and Prostate Screening Form*, click to open and print.

Sick

Sick leave may be used only for personal illness however, employees may use two (2) sick leave days for care of domestic partners or family members who are ill. Full-time employees accrue sick days as follows and can carry over their sick days to the following academic year (September – August) to a maximum of 220 days.

All full-time employees hired on or after March 5, 2007

Accrued	Sick days	Personal days	Total days	Max carry-over days
September	2	5	7	
February	7	0	7	
Yearly	9	5	14	220

All full-time employees hired on or after March 1, 1997

Accrued	Sick days	Personal days	Total Days	Max carry-over days
September	3	5	8	
February	8	0	8	
Yearly	11	5	16	220

All full-time employees hired prior to March 1, 1997

Accrued	Sick days	Personal days	Total Days	Max carry-over days
September	4	5	9	
February	8	0	8	
Yearly	12	5	17	220

Part-time staff, non-classroom faculty and classroom assistants

Part-time staff, non-classroom faculty and classroom assistants accrue sick time as follows and can carry over their sick hours to the following academic year (September – August) to a maximum of 280 hours.

Hired on or after 3/1/97 Hired prior to 3/1/97

Hours worked per week	0-3 YRS* Sick accrual per month	0-3 YRS Sick accrual per month	4-5 YRS Sick accrual per month	6-8 YRS Sick accrual per month	After 8 YRS Sick accrual per month
25	2.33	2.50	3.33	4.58	5.00
24	2.25	2.42	3.29	4.50	4.96
23	2.19	2.33	3.25	4.42	4.92
22	2.10	2.25	3.21	4.33	4.88
21	2.04	2.17	3.17	4.25	4.83
20	1.96	2.08	3.13	4.17	4.79
19	1.88	2.00	3.08	4.08	4.75
18	1.81	1.92	3.04	4.00	4.71
17	1.73	1.83	3.00	3.92	4.67
16	1.67	1.75	2.96	3.83	4.63
15	1.58	1.67	2.92	3.75	4.58
14	1.48	1.56	2.73	3.50	4.27
13	1.38	1.44	2.52	3.25	3.98
12	1.27	1.33	2.33	3.00	3.67
11	1.17	1.23	2.15	2.75	3.35
10	1.06	1.10	1.94	2.50	3.06
0 – 9	0.00	0.00	0.00	0.00	0.00

*Part-time employees hired on or after 3/1/97 will accrue according to this schedule for the first three years of their employment. Beginning with the fourth year of employment, part-time employees will accrue at the same rate as employees hired before 3/1/97.

Part-time faculty (adjuncts)

Part-time faculty employees shall be granted two (2) hours of sick leave for every semester contact hour taught, cumulative to a maximum of 81 teaching hours.

If for any anticipated or unforeseen reason(s) an employee is unable to work for an extended period of time due to their own serious health condition, the employee should file the requisite leave of absence forms with the Office of Human Resources as soon as possible. Supervisors should also inform the Office of Human Resources as soon as they are made aware that an employee is unable to work due to his or her own serious health condition. Please visit <http://www3.fitnyc.edu/hr> for more information.

Employees should record an absence or absences for this reason by charging their sick time bank on the leave report or timesheet.

Vacation

All full-time employees should submit their vacation requests to his/her supervisor as far in advance as possible. Seniority shall be a factor in honoring an employee’s vacation request. When scheduling vacation dates, supervisors should consider the needs of the College and obtain the appropriate approval from their senior administrator as necessary.

Full-time staff and security employees accrue vacation days as follows:

Staff / Security hired on or after March 5, 2007

Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
1 – 7	20	1.67	20
8 – 13	25	2.08	25
14 and over	30	2.50	30

Staff / Security hired prior to March 5, 2007

Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
1 – 4	20	1.67	20
5	25	2.08	25
6	30	2.50	30
7	35	2.92	35

Non-Classroom Faculty and Classroom Assistants hired on or after March 5, 2007

Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
1 – 6	25	2.08	15
7 – 9	30	2.50	15
10 and over	40	3.33	15

Non-Classroom Faculty and Classroom Assistants hired on or after December 15, 1994

Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
1 – 5	30	2.50	15
6 and 7	40	3.33	15
8 and 9	45	3.75	15
After 9	50	4.17	15

Non-Classroom Faculty and Classroom Assistants hired prior to December 15, 1994

Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
50	4.17	15

Full-time non-bargaining

Full-time non-bargaining employees are entitled to 30 vacation days each academic year (September – August). Vacation days are accrued at the rate of 2.50 days each month and can be carried over to a maximum of 50 days.

Full-time faculty

Full-time faculty shall be on vacation immediately after the latter of the graduation ceremony in the Spring semester or submission of final grades. Such vacation shall continue without interruption until the faculty member’s first assignment for the Fall semester which shall not be earlier than one (1) week before the resumption of classes for the Fall semester. They shall be on vacation immediately after the end of the Fall semester or submission of final grades until one (1) week before the start of classes in the Spring semester.

During the period prior to the resumption of classes, all full-time faculty members shall be available on campus for counseling and advisement of students.

All full-time employees should submit their leave reports for each month during the first week of the month that follows. If an employee did not take any time a leave report must be submitted as such for approval.

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://www3.fitnyc.edu/hr>