### Employee Holiday and Work Schedule Information
#### Academic Year 2017 – 2018

**Office of Human Resources**

**September 5, 2017**

---

#### The College Will Be Closed:

**Labor Day**
Monday, September 4, 2017

**Rosh Hashanah**
Classes will not be held after 4 p.m. Wednesday, September 20, 2017.

**Yom Kippur**
Classes will not be held after 4 p.m. Friday, September 29, 2017.

**Thanksgiving Recess**
Day and evening classes will be held the day before Thanksgiving, Wednesday, November 22, 2017.

**Day Preceding Christmas**
Friday, December 22, 2017

**Christmas Day**
Monday, December 25, 2017

**New Year’s Day**
Monday, January 1, 2018

**Martin Luther King, Jr. Day**
Monday, January 15, 2018

**President’s Day**
Monday, February 19, 2018

**Good Friday**
Friday, March 30, 2018

**Memorial Day**
Monday, May 28, 2018

**Independence Day (Observed)**
- During the work week of Monday, July 2nd, employees will work their normal hours and the college will be open Friday, July 6th.

**Friday Closings During Summer Recess 2018**
The College will be closed on Fridays for approximately 11 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 2018 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**
Friday, December 22, 2017 through and including Thursday, January 18, 2018. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Friday, January 19, 2018.

**Spring Recess**
Monday, March 26, 2018 through and including Sunday, April 1, 2018. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 2, 2018.

**Summer Recess**
Thursday, May 24, 2018 through and including Sunday, August 19, 2018. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 20, 2018.

---

#### 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 9, 2017

**Election Day**
Tuesday, November 7, 2017

**Veterans Day**
Friday, November 10, 2017

**Lincoln’s Birthday**
Monday, February 12, 2018
FIT Holiday Schedule

The college will be closed three (3) weekdays between the Christmas and New Year’s holidays (December 26th, 27th and, 28th). 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:

<table>
<thead>
<tr>
<th>30 HOUR EMPLOYEES</th>
<th>35 HOUR EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours)</td>
<td>(staff not eligible for shorter hours)</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>For example, if:</td>
<td>For example, if:</td>
</tr>
<tr>
<td>▪ 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.</td>
<td>▪ A staff employee works an additional hour each work day during the specified recess periods listed above until 21 hours are completed.</td>
</tr>
</tbody>
</table>

B) Charge their available vacation, optional and/or free day time banks one (1) day on the corresponding college designated closing (December 26th, 27th, and, 28th) on the December 2017 leave report.

C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 26th, 27th, and, 28th) on the December 2017 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 26th, 27th and, 28th 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 2018 winter session deduction schedules will be posted on our webpage http://www.fitnyc.edu/hr/during the fall 2017 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.