

Employee Holiday and Work Schedule Information Academic Year 2020 – 2021

Office of Human Resources

August 24, 2020

The College Will Be Closed:

Labor Day	Monday, September 7, 2020
Rosh Hashanah Classes will not be held after 4 p.m. Friday, September 18, 2020.	Saturday, September 19, 2020 Sunday, September 20, 2020
Yom Kippur Classes will not be held after 4 p.m. Sunday, September 27, 2020.	Monday, September 28, 2020
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving, Wednesday, November 25, 2020	Thursday, November 26, 2020 Friday, November 27, 2020 Saturday, November 28, 2020 Sunday, November 29, 2020
Day Preceding Christmas	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
*College Designated Days Between Christmas and New Year's Holidays Full-time employees should make up three (3) days (December 28 th , 29 th and, 30 th) during the winter, spring semester, and spring recess period. For more information, see page 2.	Monday, December 28, 2020 Tuesday, December 29, 2020 Wednesday, December 30, 2020
Day Preceding New Year's	Thursday, December 31, 2020
New Year's Day	Friday, January 1, 2021
Martin Luther King Jr. Day	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Good Friday	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021
Juneteenth (Observed) - During the work week of Monday, June 14th, employees will work their normal hours.	Friday, June 18, 2021
Independence Day (Observed) - During the work week of Monday, July 5th, employees will work their normal hours.	Monday, July 5, 2021
Friday Closings During Summer Recess 2021 The College will be closed on Fridays for approximately 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 2021 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	Tuesday, December 22, 2020 through and including Wednesday, January 20, 2021. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Thursday, January 21, 2021.
Spring Recess	Monday, March 29, 2021 through and including Sunday, April 4, 2021. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 5, 2021.
Summer Recess	Monday, May 17, 2021 through and including Sunday, August 22, 2021. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 23, 2021.

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 12, 2020
Election Day	Tuesday, November 3, 2020
Veterans Day	Wednesday, November 11, 2020
Lincoln's Birthday	Friday, February 12, 2021

The college will be closed three (3) weekdays between the Christmas and New Year’s holidays (December 28th, 29th and, 30th). 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>30 HOUR EMPLOYEES (classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours)</p>	<p>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 28th, 29th, and, 30th) on the December 2020 leave report.
- C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 28th, 29th, and, 30th) on the December 2020 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 28th, 29th and, 30th 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 2020 winter session deduction schedules will be posted on our [Leave and Time Management](#) webpage under “Winter Schedule” during the fall 2020 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.