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**
Christmas Day
Thursday, December 24, 2020
Friday, December 25, 2020
Saturday, December 26, 2020
Sunday, December 27, 2020

**Day Preceding New Year’s**
New Year’s Day
Friday, January 1, 2021
Monday, January 18, 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:

<table>
<thead>
<tr>
<th>30 HOUR EMPLOYEES</th>
<th>35 HOUR EMPLOYEES</th>
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<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 <strong>18 hours</strong>, during the winter recess and/or spring recess period. For example, if:</td>
<td>35 hour per week employees should make up <strong>21 hours</strong> during the winter session, the beginning of the spring semester, and/or spring recess period. 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>
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</tbody>
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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/](http://www.fitnyc.edu/hr/) for additional annual leave and other information.