



Employee Holiday and Work Schedule Information Academic Year 2014 – 2015

Office of Human Resources

September 10, 2014

The College Will Be Closed:

Labor Day	Monday, September 1, 2014
Rosh Hashanah Evening classes will not be held on Wednesday, September 24, 2014	Thursday, September 25, 2014 Friday, September 26, 2014
Yom Kippur Evening classes will not be held Friday, October 3, 2014.	Saturday, October 4, 2014
Thanksgiving Recess Day and evening classes will be held the day before Thanksgiving, Wednesday, November 26, 2014	Thursday, November 27, 2014 Friday, November 28, 2014 Saturday, November 29, 2014 Sunday, November 30, 2014
Day Preceding Christmas	Wednesday, December 24, 2014
Christmas Day	Thursday, December 25, 2014
College Designated Days Between Christmas and New Year’s Holidays Full-time employees should make up three (3) days (December 26 th , 29 th and, 30 th) during the winter, spring semester, and spring recess period. For more information, see page 2.	Friday, December 26, 2014 Monday, December 29, 2014 Tuesday, December 30, 2014
Day Preceding New Year’s	Wednesday, December 31, 2014
New Year’s Day	Thursday, January 1, 2015
Martin Luther King, Jr. Day	Monday, January 19, 2015
President’s Day	Monday, February 16, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day (Observed) - During the work week of Monday, June 29 th , employees do not make up hours for the Friday, July 3 rd closing.	Friday, July 3, 2015

Friday Closings During Summer Recess 2015

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 2015 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	Monday, December 22, 2014 through and including Wednesday, January 21, 2015. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Thursday, January 22, 2015.
Spring Recess	Monday, March 30, 2015 through and including Sunday, April 5, 2015. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, April 6, 2015.
Summer Recess	Friday, May 22, 2015 through and including Sunday, August 16, 2015. Full-time bargaining staff employees shall resume their regular 35 hours per week work schedules on Monday, August 17, 2015.

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 13, 2014
Election Day	Tuesday, November 4, 2014
Veterans Day	Tuesday, November 11, 2014
Lincoln’s Birthday	Thursday, February 12, 2015

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

30 HOUR EMPLOYEES

(classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours)

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.

For example, if:

- A non-classroom faculty, classroom assistant, or bargaining staff employee eligible for shorter hours, works an additional hour each work day 1/2/15 – 1/21/15 (winter recess) and works an additional hour each work day 3/30/15 – 4/3/15 (spring recess), s/he will have made up 18 hours.

35 HOUR EMPLOYEES

(staff not eligible for shorter hours)

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.

For example, if:

- A staff employee works an additional hour each work day 1/2/15 – 2/2/15 (winter recess and part of spring semester), s/he will have made up 21 hours.

- B) Charge their available vacation, optional and/or free day time banks one (1) day on the corresponding college designated closing (December 26th, 29th, and, 30th) on the December 2014 leave report.
- C) A combination of charging available vacation, optional and/or free day time banks on the corresponding college designated closing (December 26th, 29th, and, 30th) on the December 2014 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, 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 2015 winter session deduction schedules will be posted on our webpage <http://www.fitnyc.edu/hr> during the fall 2014 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.