

# THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS

**September 1, 2017 through August 31, 2018**

Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group.

**The Annual Leave Period of all employees is September 1, 2017 – August 31, 2018.** Employees should use their leave accruals within this period. Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

Holidays			<b>GROUP 1</b> <b>Non-teaching</b> <b>Instructional</b> (ECP, HEOs, CLTs). <b>Classified Service</b> <b>White Collar</b> (Clerical, Professional, Administrative, Managerial)	<b>GROUP 2</b> <b>Classified Service</b> <b>Blue Collar</b> (Custodial, Stores-Stock, and Security)	<b>GROUP 3</b> <b>Skilled Trades</b> <b>Bargaining Unit</b> <b>(Section 220)</b> (except Laborers)	<b>GROUP 3L</b> <b>Laborers Only</b> <b>(Section 220)</b>	<b>GROUP 4</b> <b>CUNY Theatre</b> <b>Technician</b> <b>Titles</b>
Labor Day	Monday	9/04/17	Y	Y	Y	Y	Y
Columbus Day	Monday	10/09/17	Y	Y	Y	Y	N
Election Day	Tuesday	11/07/17	N	Y	Y	Y	N
Veterans Day	Saturday	11/11/17	N	Observed Fri 11/10/17	Observed Fri 11/10/17	Observed Fri 11/10/17	N
Thanksgiving Holiday: Thanksgiving / Day After Thanksgiving	Thursday	11/23/17	Y	Y	Y	Y	Y
	Friday	11/24/17	Y	Y	N	N	N
Christmas Holiday: Christmas Eve, Christmas Day	Sunday	12/24/17	N (see below**)	N (see below**)	N	N	Y
	Monday	12/25/17	Y	Y	Y	Y	Y
New Year's Holiday: New Year's Eve, New Year's Day	Sunday	12/31/17	N (see below**)	N (see below**)	N	N	Y
	Monday	1/01/18	Y	Y	Y	Y	Y
Martin Luther King, Jr. Holiday	Monday	1/15/18	Y	Y	Y	Y	Y
Lincoln's Birthday	Monday	2/12/18	Y	Y	Y	N	N
Presidents' Day	Monday	2/19/18	Y	Y	Y	Y	N
Memorial Day	Monday	5/28/18	Y	Y	Y	Y	Y
Independence Day	Wednesday	7/04/18	Y	Y	Y	Y	Y
<b>Unscheduled Holidays*</b>			6	3	0	0	0
<b>Employees normally scheduled to work on a Saturday or Sunday</b>			For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday <b>instead of</b> the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.		Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.	Observe holidays as listed.

\* **EOC Employees** in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.

\*\* **Groups 1 and 2** receive two additional Unscheduled Holidays in lieu of the planned 12/24/2017 and 12/31/2017 holidays.