

# 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	GROUP 1 Non-teaching Instructional (ECP, HEOs, CLTs). Classified Service White Collar (Clerical, Professional, Administrative, Managerial)		GROUP 2 Classified Service Blue Collar (Custodial, Stores-Stock, and Security)		GROUP 3 Skilled Trades Bargaining Unit (Section 220) (except Laborers)		GROUP 3L Laborers Only (Section 220)		GROUP 4 CUNY Theatre Technician Titles	
	Day	Date	Y	N	Y	N	Y	N	Y	N
Labor Day	Monday	9/04/17	Y		Y		Y	N*	Y	
Columbus Day	Monday	10/09/17	Y		Y		Y	N	N	
Election Day	Tuesday	11/07/17	N		Y		Y	N	N	
Veterans Day	Saturday	11/11/17	N		Observed Friday 11/10/17		Observed Friday 11/10/17	N	N	
Thanksgiving Holiday (Thanksgiving / day after Thanksgiving)	Thursday Friday	11/23/17 11/24/17	Y		Y		Y	N*	Y	
Christmas Holiday (Christmas Eve / Christmas Day)	Sunday Monday	12/24/17 12/25/17	N (see below***)		N (see below***)		N	N	N	
New Year's Holiday (New Year's Eve / New Year's Day)	Sunday Monday	12/31/17 1/01/18	N (see below***)		N (see below***)		N	N	Y	
Martin Luther King, Jr. Holiday	Monday	1/15/18	Y		Y		Y	N*	Y	
Lincoln's Birthday	Monday	2/12/18	Y		Y		Y	N	Y	
Presidents' Day	Monday	2/19/18	Y		Y		Y	N	N	
Memorial Day	Monday	5/28/18	Y		Y		Y	N*	N	
Independence Day	Wednesday	7/04/18	Y		Y		Y	N*	Y	
<b>Unscheduled Holidays**</b>			6		3		0	0	0	
<b>Employees normally scheduled to work on a Saturday or Sunday</b>			***These groups receive two additional Unscheduled Holidays in lieu of the planned 12/24/2017 and 12/31/2017 Holidays.				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 compensatory day, if applicable.		Effective 6/22/12, no paid holidays.	

\* Effective 6/22/12, Laborers are not entitled to any paid holidays. Work performed on the asterisked holidays will be paid at double time (2x). Work performed on all other holidays will be paid at straight time.

\*\*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.