

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

September 1, 2011 through August 31, 2012

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, 2011 – August 31, 2012. 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	GROUP 2	GROUP 3	GROUP 4
		Non-teaching Instructional ECP, HEOs, CLT  Classified Service: Clerical, Administrative, Professional (White Collar), Managerial	Classified Service: Custodial, Stores-Stock, and Security (Blue Collar)	Skilled Trades Bargaining Unit (Section 220) Policy set by Controller determination	CUNY Theatre Technician Titles
Labor Day	Monday 9/05/11	Y	Y	Y	Y
Columbus Day	Monday 10/10/11	Y	Y	Y	N
Election Day	Tuesday 11/08/11	N	Y	Y	N
Veterans Day	Friday 11/11/11	N	Y	Y	N
Thanksgiving Holiday (Thanksgiving / day after Thanksgiving)	Thursday 11/24/11 Friday 11/25/11	Y Y	Y Y	Y N	Y N
Christmas Holiday (Christmas Eve / Christmas Day)	Saturday 12/24/11 Sunday 12/25/11	Friday 12/23/11 Monday 12/26/11	Friday 12/23/11 Monday 12/26/11	N Monday 12/26/11	Y Y
New Year's Holiday (New Year's Eve / New Year's Day)	Saturday 12/31/11 Sunday 1/01/12	Friday 12/30/11 Thursday 12/29/11	Friday 12/30/11 Thursday 12/29/11	N Friday 12/30/11	Y Y
Martin Luther King, Jr. Holiday	Monday 1/16/12	Y	Y	Y	Y
Lincoln's Birthday	Sunday 2/12/12	Monday 2/13/12	Monday 2/13/12	Monday 2/13/12	N
Presidents' Day	Monday 2/20/12	Y	Y	Y	N
Memorial Day	Monday 5/28/12	Y	Y	Y	Y
Independence Day	Wednesday 7/04/12	Y	Y	Y	Y
<b>Unscheduled Holidays</b> EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.		4	1	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 holiday on that Saturday or Sunday <b>instead of</b> the day listed on the chart or an unscheduled day.  Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, unless required to work on the holiday.		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.	Observe holidays as listed.