

**THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS
September 1, 2009 through August 31, 2010**

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, 2009 – August 31, 2010. 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 and exceptions are in 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			Non-teaching Instructional ECP, HEOs, CLT	Classified Service: Custodial, Stores-Stock, and Security (Blue Collar)	Skilled Trades Bargaining Unit (Section 220)	CUNY Theatre Technician Titles
			Classified Service: Clerical, Administrative, Professional (White Collar), Managerial	Policy set by Comptroller's determination		
Labor Day	Monday	9/07/09	Y	Y	Y	Y
Columbus Day	Monday	10/12/09	Y	Y	Y	N
Election Day	Tuesday	11/03/09	N	Y	Y	N
Veterans Day	Wednesday	11/11/09	N	Y	Y	N
Thanksgiving Holiday (Thanksgiving / day after Thanksgiving)	Thursday	11/26/09	Y	Y	Y	Y
	Friday	11/27/09	Y	Y	N	N
Christmas Holiday (Christmas Eve / Christmas Day)	Thursday	12/24/09	Y	Y	N	Y
	Friday	12/25/09	Y	Y	Y	Y
New Year's Holiday (New Year's Eve / New Year's Day)	Thursday	12/31/09	Y	Y	N	Y
	Friday	1/01/10	Y	Y	Y	Y
Martin Luther King, Jr. Holiday	Monday	1/18/10	Y	Y	Y	Y
Lincoln's Birthday	Friday	2/12/10	Y	Y	Y	N
Presidents' Day	Monday	2/15/10	Y	Y	Y	N
Memorial Day	Monday	5/31/10	Y	Y	Y	Y
Independence Day	Sunday	7/04/10	Monday 7/05/10	Monday 7/05/10	Monday 7/05/10	Monday 7/05/10
Unscheduled Holidays 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
Employees normally scheduled to work on a Saturday or Sunday			<p>For Holidays falling on a Saturday or Sunday when you are scheduled to work, take holiday on that Saturday or Sunday instead of the day listed on the chart or a compensatory day.</p> <p>Those normally scheduled to be off on an observed holiday falling on a weekday receive a compensatory day in lieu of that day.</p>		<p>Observe holidays as listed.</p> <p>Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a compensatory day.</p>	<p>Observe holidays as listed.</p>