



Fashion Institute  
of Technology

# Holiday Schedule for Academic Year 2008 – 2009

Office of Human Resources

August 18, 2008

## COLLEGE CLOSED

ALL EMPLOYEES:

### LABOR DAY

MONDAY SEPTEMBER 1, 2008

### ROSH HASHANAH \*

TUESDAY SEPTEMBER 30, 2008

WEDNESDAY OCTOBER 1, 2008

### YOM KIPPUR \*

THURSDAY OCTOBER 9, 2008

### THANKSGIVING RECESS\*\*

THURSDAY NOVEMBER 27, 2008

FRIDAY NOVEMBER 28, 2008

SATURDAY NOVEMBER 29, 2008

SUNDAY NOVEMBER 30, 2008

### DAY PRECEDING CHRISTMAS

WEDNESDAY DECEMBER 24, 2008

### CHRISTMAS DAY

THURSDAY DECEMBER 25, 2008

### DAY PRECEDING NEW YEAR'S

WEDNESDAY DECEMBER 31, 2008

### NEW YEAR'S DAY

THURSDAY JANUARY 1, 2009

### MARTIN LUTHER KING, JR. DAY

MONDAY JANUARY 19, 2009

### PRESIDENT'S DAY

MONDAY FEBRUARY 16, 2009

### GOOD FRIDAY

FRIDAY APRIL 10, 2009

### MEMORIAL DAY

MONDAY MAY 25, 2009

### INDEPENDENCE DAY

FRIDAY JULY 3, 2009

## OPTIONAL HOLIDAYS

### COLLEGE OPEN

FULL-TIME STAFF ONLY:

### COLUMBUS DAY

MONDAY OCTOBER 13, 2008

### ELECTION DAY

TUESDAY NOVEMBER 4, 2008

### VETERANS DAY

TUESDAY NOVEMBER 11, 2008

### LINCOLN'S BIRTHDAY

THURSDAY FEBRUARY 12, 2009

Upon the request of the employee, and with the prior written approval of the immediate supervisor and senior administrator, an optional holiday may be taken either on the day that it occurs, or on a day thereafter. When the College is officially open, or if one of the above optional holidays falls on a weekend, the staff shall receive equal time. Optional holidays must be taken by August 31, 2009 and may not be held over from one school year to the next.

## WORK HOURS FOR CHRISTMAS, WINTER, SPRING AND SUMMER

FULL-TIME STAFF ONLY:

### CHRISTMAS RECESS:

*December 19, 2008 (Friday) through and including December 28, 2008 (Sunday).*

All full-time Staff employed prior to December 1, 1994, shall work 9:00 A.M. to 4:00 P.M. during the Christmas Recess. Employees appointed to full-time Staff positions on or after December 1, 1994, shall work 9:00 A.M. to 5:00 P.M. during the Christmas Recess. Such employees will become eligible to work the same shorter hours (9:00 A.M. to 4:00 P.M.) on the first day of the fiscal year (July 1<sup>st</sup>) following five years of continuous full-time service.

## WINTER PERIOD:

*December 29, 2008 (Monday), through and including January 21, 2009 (Wednesday).*

All full-time Staff employed prior to December 1, 1994, may opt, with their supervisor and senior administrator's prior written approval, to work either 9:00 A.M. to 4:00 P.M. or 10 A.M. to 5:00 P.M. Regular 9:00 A.M. to 5:00 P.M. hours resume on Thursday, January 22, 2009.

Employees appointed to full-time Staff positions on or after December 1, 1994, shall work 9:00 A.M. to 5:00 P.M. during the Winter Period. Such employees will become eligible to work the same shorter hours (9:00 A.M. to 4:00 P.M. or 10:00 A.M. to 5:00 P.M.) on the first day of the fiscal year (July 1<sup>st</sup>) following five years of continuous full-time service.

## SPRING RECESS:

*April 6, 2009 (Monday), through and including April 12, 2009 (Sunday).*

All full-time Staff employed prior to December 1, 1994, shall work 9:00 A.M. to 4:00 P.M. during the Spring Recess Period. Regular 9:00 A.M. to 5:00 P.M. hours resume on Monday, April 13, 2009.

Employees appointed to full-time Staff positions on or after December 1, 1994, shall work 9:00 A.M. to 5:00 P.M. during the Spring Recess. Such employees will become eligible to work the same shorter hours (9:00 A.M. to 4:00 P.M. or 10:00 A.M. to 5:00 P.M.) on the first day of the fiscal year (July 1<sup>st</sup>) following five years of continuous full-time service.

## SUMMER PERIOD:

*May 19, 2009 (Tuesday), through and including August 23, 2009 (Sunday).*

All full-time Staff employed prior to December 1, 1994, may, with their supervisor and senior administrator's written approval, work either 9:00 A.M. to 4:00 P.M. or 10 A.M. to 5:00 P.M.

\*No evening classes will be held the evening before the holidays of Rosh Hashanah (Monday evening, 9/29/08), and Yom Kippur (Wednesday evening, 10/8/08).

\*\*Day and evening classes will be held the day before Thanksgiving (Wednesday, 11/26/08).

**SUMMER PERIOD CONTINUED:**

Regular 9:00 A.M. to 5:00 P.M. hours resume on Monday, August 24, 2009.

Employees appointed to full-time Staff positions on or after December 1, 1994, shall work 9:00 A.M. to 5:00 P.M. during the summer period. Such employees will become eligible to work shorter hours, 9:00 A.M. to 4:00 P.M. or 10:00 A.M. to 5:00 P.M. on the first day of the fiscal year (July 1<sup>st</sup>) following five years of continuous full-time service. The scheduling of these hours is subject to the supervisor and senior administrator's written approval.

**ADDITIONAL DAYS \*  
(FREE DAYS) DURING  
CHRISTMAS & SPRING  
RECESSES AND WINTER &  
SUMMER PERIODS:**

**FULL-TIME STAFF:** Staff appointed prior to March 5, 2007 may take two (2) days during the Christmas Recess/Winter Period and two (2) days may be taken during the Spring Recess. These four (4) days shall be selected by the employee with the consent of the supervisor and the senior administrator.

Staff appointed on or after March 5, 2007 may take one (1) day during the Christmas Recess/Winter Period and one (1) day may be taken during the Spring Recess after completing 2 years of continuous full-time service. These two (2) days shall be selected by the employee with the consent of the supervisor and the senior administrator.

See Section 32.2 in the Collective Bargaining Agreement.

**FULL-TIME NON-CLASSROOM  
FACULTY:**

Non-Classroom Faculty appointed prior to December 15, 1994, shall be entitled to ten (10) additional days. Non-Classroom Faculty appointed on or after December 15, 1994, shall be entitled to six (6), eight (8), nine (9), or ten (10) days, based upon the number of years worked. Non-Classroom Faculty appointed on or after March 5, 2007, shall be entitled to three (3), four (4), or five (5) days, based upon the number of years worked.

See Section 31.3 in the Collective Bargaining Agreement.

**FULL-TIME CLASSROOM  
ASSISTANTS:**

Classroom Assistants appointed prior to December 15, 1994, shall be entitled to ten (10) additional days.

Classroom Assistants appointed on or after December 15, 1994, shall be entitled to six (6), eight (8), nine (9), or ten (10) days, based upon the number of years worked.

Classroom Assistants appointed on or after March 5, 2007, shall be entitled to three (3), four (4), or five (5) days, based upon the number of years worked.

See Section 31.31.2 in the Collective Bargaining Agreement.

**PART-TIME STAFF, PART-TIME  
NON-CLASSROOM FACULTY  
AND PART-TIME CLASSROOM  
ASSISTANTS -- HOLIDAYS WITH  
PAY:**

Part-time Staff, part-time Non-Classroom Faculty and part-time Classroom Assistants shall receive one (1) holiday with pay per year after two (2) years of service. Part-time Staff, part-time Non-Classroom Faculty and part-time Classroom Assistants who have been granted a Certificate of Continuous Employment shall be granted two (2) holidays with pay per year. Payment shall equal twenty percent (20%) of the employee's regular work-week compensation.

See Section 32.32.1 in the Collective Bargaining Agreement.

\* The scheduling of these days shall be subject to the recommendation of the immediate supervisor and the approval of the senior administrator, whose approval is to be withheld only upon demonstrated absence of coverage for essential functions of the department. While not mandatory, the parties to the contract strongly urge that two (2) of the free days be taken during the Christmas Recess, with the remainder to be taken during Winterim and the Spring semesters.

See Sections 31.3 and 31.31.3 in the Collective Bargaining Agreement.

**FULL-TIME FACULTY:**

Full-time faculty shall be on vacation immediately after the latter of the graduation ceremony in the Spring semester or submission of final grades. Such vacation shall continue without interruption until the first assignment for the Fall semester for the faculty member which shall not be earlier than one (1) week before the resumption of classes for the Fall semester. They shall be on vacation immediately after the end of the Fall semester or submission of final grades until one (1) week before the start of classes in the Spring semester.

During the period prior to the resumption of classes, all full-time faculty members shall be available on campus for counseling and advisement of students.

See Section 30.1 in the Collective Bargaining Agreement.

*Please visit the Office of Human Resources Website at <http://www3.fitnyc.edu/hr/>*