

**2008-2009 CENTRAL CALENDAR**  
**ADDITIONAL INFORMATION**  
April 2, 2008

All Learning Support Organizations, Empowerment Schools Central Office, Empowerment Schools Support Team Networks, Integrated Service Center, and central headquarters offices of the Department of Education will be closed the following thirteen dates: Friday, **July 4, 2008** (Independence Day), Monday, **September 1, 2008** (Labor Day), **October 13, 2008** (Columbus Day Observed), Tuesday, **November 11, 2008** (Veterans Day), Thursday and Friday, **November 27, 2008** and **November 28, 2008** (Thanksgiving Holiday), Thursday and Friday, **December 25, 2008** and **December 26, 2008** (Christmas Holiday), Thursday and Friday, **January 1, 2009** and **January 2, 2009** (New Year's Holiday), Monday, **January 19, 2009** (Dr. Martin Luther King, Jr. Day), Monday, **February 16, 2009** (Washington's Birthday Observed) and Monday, **May 25, 2009** (Memorial Day). Except for "prevailing wage rate employees" subject to Section 220 of the New York State Labor Law, absence of per annum, per diem, hourly non-competitive employees, and monthly salaried employees of the administrative staff and headquarters' pedagogical personnel scheduled to work on these thirteen days shall be excused without loss of pay and without charge to annual leave.

All central headquarters offices of the Department of Education will be open, and limited staff from Learning Support Organizations, Empowerment Schools Central Office, Empowerment Schools Support Team Networks, and Integrated Service Center, will be accessible on Tuesday and Wednesday, **September 30 and October 1, 2008** (Rosh Hashanah), on Thursday, **October 9, 2008** (Yom Kippur), on Thursday, **April 9, 2009** (the first day of Passover), and Friday, **April 10, 2009** (Good Friday and the second day of Passover). These five days will continue to be paid holidays for certain but not all employees, as indicated in the "Notes" below. As concerns Election Day, the Christmas and New Year holidays, Lincoln's Birthday Observed, and Anniversary Day, please also refer to the "Notes" below.

**TUESDAY, SEPTEMBER 30 AND WEDNESDAY, OCTOBER 1, 2008 (Rosh Hashanah), THURSDAY, OCTOBER 9, 2008 (Yom Kippur), THURSDAY, APRIL 9, 2009 (the first day of Passover), AND FRIDAY, APRIL 10, 2009 (Good Friday and the second day of Passover) ARE HOLIDAYS EXCEPT FOR MANAGERIAL/CONFIDENTIAL EMPLOYEES**

These five days remain paid holidays for employees except for managerial/confidential employees, i.e., Pedagogic managers not covered by a collective bargaining agreement (even when receiving benefits through the CSA), all administrative managers, and employees in Original Jurisdiction (OJ) titles receiving benefits through the City of New York Management Benefits Fund (MBF). When they fall on weekdays, these five days are scheduled as regular workdays for these specifically identified groups of employees. Managers and confidential employees who need time off should request annual leave.

**NOTE ON ELECTION DAY "FLOATING HOLIDAY" (Tuesday, November 4, 2008):**

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 4, 2008.

But for the exceptions noted in the next paragraph, employees working on Election Day in Learning Support Organizations, Empowerment Schools Central Office, Empowerment Schools Support Team Networks, Integrated Service Center, and central headquarters offices are entitled to be excused on another day, without charge to annual leave. The first personal business or annual leave (vacation) absence that an employee takes after Election Day will automatically be recorded as a "floating holiday." However, that day off must be taken on or before Monday, August 31, 2009, and must be selected in a manner that ensures the efficient operation of the office. Where feasible, employees may use the traditional date for Election Day as their "floating holiday."

**Election Day is a regularly scheduled workday for Administrative employees** covered by a collective bargaining agreement hired after June 30, 2004, and for the following managerial/confidential employees hired after

December 31, 2004: Pedagogic managers not covered by a collective bargaining agreement (even when receiving benefits through the CSA), all administrative managers, and employees in Original Jurisdiction (OJ) titles receiving benefits through the City of New York Management Benefits Fund (MBF).

**NOTE ON CHRISTMAS AND NEW YEAR HOLIDAYS:**

It has been longstanding past practice to schedule holidays on December 25/December 26 and January 1/January 2 when these dates fall on a Thursday and Friday (with offices open on Wednesday, December 24 and Wednesday, December 31), most recently in 1975, 1980, 1986, 1997 and 2003. Employees who need time off on Wednesday, December 24 and Wednesday, December 31 should request annual leave.

**LINCOLN'S BIRTHDAY OBSERVED (Friday, February 20, 2009) IS A HOLIDAY (BUT IS A "FLOATING HOLIDAY" FOR MANAGERIAL/CONFIDENTIAL EMPLOYEES HIRED ON OR BEFORE JUNE 30, 2004):**

For all non-managerial/non-confidential employees (i.e. Administrative employees covered by a collective bargaining agreement), Lincoln's Birthday Observed is scheduled as a holiday on Friday, February 20, 2009.

All central headquarters offices of the Department of Education will be OPEN, and limited staff from Learning Support Organizations, Empowerment Schools Central Office, Empowerment Schools Support Team Networks, and Integrated Service Center will be accessible on Friday, February 20, 2009 (Lincoln's Birthday Observed).

Friday, February 20, 2009, will remain a paid holiday for Administrative employees covered by a collective bargaining agreement, but **managerial/confidential employees** hired on or before June 30, 2004, and working on Lincoln's Birthday Observed (Friday, February 20, 2009) in Learning Support Organizations, Empowerment Schools Central Office, Empowerment Schools Support Team Networks, Integrated Service Centers and central headquarters offices **are entitled to be excused on another day, without charge to annual leave.**

Managerial/confidential employees are defined as: Pedagogic managers not covered by a collective bargaining agreement (even when receiving benefits through the CSA), all administrative managers, and employees in Original Jurisdiction (OJ) titles receiving benefits through the City of New York Management Benefits Fund (MBF).

The first available personal business or annual leave (vacation) absence that a managerial/confidential employee hired on or before June 30, 2004, takes after Lincoln's Birthday Observed (Friday, February 20, 2009) will automatically be recorded as a "floating holiday." However, that day off must be taken on or before Monday, August 31, 2009, and must be selected in a manner that ensures the efficient operation of the office. Where feasible, employees may use the traditional date for Lincoln's Birthday Observed (Friday, February 20, 2009) as their "floating holiday."

Lincoln's Birthday Observed is a regularly scheduled workday for the following managerial/confidential employees hired after June 30, 2004: Pedagogic managers not covered by a collective bargaining agreement (even when receiving benefits through the CSA), all administrative managers, and employees in Original Jurisdiction (OJ) titles receiving benefits through the City of New York Management Benefits Fund (MBF).

**NOTE ON ANNIVERSARY DAY (Thursday, June 4, 2009):**

Anniversary Day is a regular workday for all staff, except for DC 37 employees in Brooklyn and Queens. This day will be a holiday for all DC 37 employees in Brooklyn and Queens.

Questions should be directed to [calendars@schools.nyc.gov](mailto:calendars@schools.nyc.gov)