



**Department of  
Education**

*Carmen Fariña, Chancellor*

## 2016-17 CENTRAL CALENDAR

*Revised April 20, 2016<sup>i</sup>*

All central headquarters offices of the Department of Education will be closed on the 11 dates listed below. 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 11 days shall be excused without loss of pay and without charge to annual leave.

All central headquarters and offices of the Department of Education will be open, with limited staff on Wednesday, July 6, 2016 (Eid al-Fitr), Monday, September 12, 2016 (Eid al-Adha), Monday, October 3, and Tuesday, October 4, 2016 (Rosh Hashanah), Wednesday, October 12, 2016 (Yom Kippur), Friday, April 14, 2017 (Good Friday), and Monday, June 26, 2017 (Eid al-Fitr). These seven days will continue to be paid holidays for certain, but not all employees, as indicated in the notes below. As it concerns Election Day, Lincoln's Birthday, and Anniversary Day, please also refer to the notes below.

### 2016

July	4	Monday	Independence Day
September	5	Monday	Labor Day
October	10	Monday	Columbus Day
November	11	Friday	Veteran's Day
November	24	Thursday	Thanksgiving Holiday
November	25	Friday	
December	26	Monday	Christmas Holiday Observed

### 2017

January	2	Monday	New Year's Holiday Observed
January	16	Monday	Dr. Martin Luther King, Jr. Day
February	20	Monday	Washington's Birthday Observed
May	29	Monday	Memorial Day

### NOTES:

**EID AL-FITR (Wednesday, July 6, 2016); EID AL-ADHA (Monday, September 12, 2016); ROSH HASHANAH (Monday, October 3 and Tuesday, October 4, 2016); YOM KIPPUR (Wednesday, October 12, 2016); GOOD FRIDAY (Friday, April 14, 2017); EID AL-FITR (Monday, June 26, 2017)**

These seven days are paid holidays for employees except for "prevailing wage rate employees" subject to Section 220 of the New York State Labor Law and 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 days are scheduled as regular workdays for these specifically identified groups of employees. Those employees who need time off should request annual leave.

### **ELECTION DAY "FLOATING HOLIDAY" (Tuesday, November 8, 2016)**

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 8, 2016.

For the exceptions noted in the next paragraph, employees working on Election Day in the Borough Field Support Centers 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 Friday, August 25, 2017 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 generally a holiday for "prevailing wage rate" employees (unless otherwise modified in their Consent Determination). 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). In accordance with the collective bargaining agreement, Education Administrators represented by CSA no longer receive the Election Day floating holiday regardless of their hiring date.

## **CHRISTMAS AND NEW YEAR HOLIDAYS**

It has been longstanding past practice to schedule holidays on December 26 and January 2 when these dates fall on a Monday (with offices open on Friday, December 23 and Friday, December 30), most recently in 2011, 2005, 1994, 1988, and 1983. Employees who need time off on Friday, December 23 and Friday, December 30 should request annual leave.

## **LUNAR NEW YEAR**

Lunar New Year (January 28, 2017) is not scheduled as a holiday because it falls on a weekend.

## **LINCOLN'S BIRTHDAY OBSERVED (Friday, February 24, 2017)**

All central headquarters offices of the Department of Education will be OPEN, and limited staff will be accessible on Friday, February 24, 2017 (Lincoln's Birthday Observed).

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 24, 2017. Managerial/confidential employees hired on or before June 30, 2004, and working on Lincoln's Birthday Observed (Friday, February 24, 2017) in 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 24, 2017) will automatically be recorded as a "floating holiday." However, that day off must be taken on or before Friday, August 25, 2017, 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 24, 2017) 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).

## **THE FIRST TWO DAYS OF PASSOVER**

The first two days of Passover (Tuesday, April 11 and Wednesday, April 12, 2017) are not scheduled as holidays because it has been contrary to past policy and practice to schedule holidays that would result in a workweek limited to two non-consecutive work days; most recently this similar scenario occurred in 2014, 2013, 2011, 2010, 2007, 2004, and 1993.

In future years, these two days will remain paid holidays for employees (i.e., when scheduled on weekdays except when their scheduling results in a workweek limited to two non-consecutive workdays), except for "prevailing wage rate employees" subject to Section 220 of the New York State Labor Law and 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 two days are scheduled as regular workdays for the specifically identified groups of employees. Those employees who need time off should request annual leave.

## **ANNIVERSARY DAY (Thursday, June 8, 2017)**

Anniversary Day is a regular workday for all staff, except for DC37 school-based, Local 372 represented employees in Brooklyn and Queens. This day will be a holiday only for DC37 school-based, Local 372 represented employees in Brooklyn and Queens.

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

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<sup>i</sup> This revision pertains to the inclusion of the 2016 Eid Al-Fitr observance on July 6, 2016.