

## 2013-2014 CENTRAL CALENDAR

March 11, 2013

All central headquarters offices of the Department of Education will be closed on the 13 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 13 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 Thursday, September 5, and Friday, September 6, 2013 (Rosh Hashanah), and Friday, April 18, 2014 (Good Friday). These three days will continue to be paid holidays for certain, but not all employees, as indicated in the "Notes" below. As concerns Election Day, Lincoln's Birthday, and Anniversary Day, please also refer to the "Notes" below.

### 2013

July	4	Thursday	Independence Day
September	2	Monday	Labor Day
October	14	Monday	Columbus Day Observed
November	11	Monday	Veterans Day
November	28	Thursday	Thanksgiving Holiday
November	29	Friday	
December	24	Tuesday	Christmas Holiday
December	25	Wednesday	

### 2014

December	31	Tuesday	New Year's Holiday
January	1	Wednesday	
January	20	Monday	Dr. Martin Luther King, Jr. Day
February	17	Monday	Washington's Birthday Observed
May	26	Monday	Memorial Day

**THURSDAY, SEPTEMBER 5 AND FRIDAY, SEPTEMBER 6, 2013 (Rosh Hashanah), AND FRIDAY, APRIL 18, 2014 (Good Friday) ARE HOLIDAYS EXCEPT FOR "PREVAILING WAGE RATE EMPLOYEES" SUBJECT TO SECTION 220 OF THE NEW YORK STATE LABOR LAW AND MANAGERIAL/CONFIDENTIAL EMPLOYEES**

These three days remain 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.

**NOTE ON ELECTION DAY "FLOATING HOLIDAY" (Tuesday, November 5, 2013):**

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 5, 2013.

But for the exceptions noted in the next paragraph, employees working on Election Day in the Children First Networks 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 29, 2014 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.

**LINCOLN’S BIRTHDAY OBSERVED (Friday, February 21, 2014) 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 21, 2014.

All central headquarters offices of the Department of Education will be OPEN, and limited staff will be accessible on Friday, February 21, 2014 (Lincoln’s Birthday Observed).

Friday, February 21, 2014, 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 21, 2014) 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 21, 2014) will automatically be recorded as a “floating holiday.” However, that day off must be taken on or before Friday, August 29, 2014, 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 21, 2014) 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 THE FIRST TWO DAYS OF PASSOVER**

In accordance with longstanding past policy and practice, the first two days of Passover (Tuesday, April 15 and Wednesday, April 16, 2014) are not scheduled as holidays since it has been contrary to policy and practice to schedule holidays that would result in a workweek limited to two non-consecutive work days; most recently it occurred in 1993, 2004, 2007, 2010, and 2011.

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 these specifically identified groups of employees. Those employees who need time off should request annual leave.

**NOTE ON ANNIVERSARY DAY (Thursday, June 5, 2014):**

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).