



**Department of
Education**

Carmen Fariña, Chancellor

2017-18 CENTRAL CALENDAR

March 16, 2017

Revised June 7, 2017 and August 30, 2017

All central headquarters offices of the Department of Education will be closed on the 10 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 10 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 21, and Friday, September 22, 2017 (Rosh Hashanah), Friday, February 16, 2018 (Lunar New Year), Friday, March 30, 2018 (Good Friday), and Friday, June 15, 2018 (Eid al-Fitr). These five 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.

2017

July	4	Tuesday	Independence Day
September	4	Monday	Labor Day
October	9	Monday	Columbus Day
November	23	Thursday	Thanksgiving Holiday
November	24	Friday	
December	25	Monday	Christmas Holiday

2018

January	1	Monday	New Year's Holiday
January	15	Monday	Dr. Martin Luther King Jr. Day
February	19	Monday	Washington's Birthday Observed
May	28	Monday	Memorial Day

NOTES:

ROSH HASHANAH (Thursday, September 21, and Friday, September 22, 2017); LUNAR NEW YEAR (Friday, February 16, 2018; GOOD FRIDAY (Friday, March 30, 2018); EID AL-FITR (Friday, June 15, 2018)

These five 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 7, 2017)

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 7, 2017.

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 31, 2018 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 23, 2018)

All central headquarters offices of the Department of Education will be OPEN, and limited staff will be accessible on Friday, February 23, 2018 (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 23, 2018. Managerial/confidential employees hired on or before June 30, 2004, and working on Lincoln's Birthday Observed (Friday, February 23, 2018) 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 23, 2018) will automatically be recorded as a "floating holiday." However, that day off must be taken on or before Friday, August 31, 2018, 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 23, 2018) 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).

YOM KIPPUR, THE FIRST TWO DAYS OF PASSOVER, AND EID AL-ADHA*

In accordance with longstanding past policy and practice, Yom Kippur (September 30) and the first two days of Passover (March 31 and April 1) are not scheduled as holidays because they fall on a weekend.

In future years, these three 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 three days are scheduled as regular workdays for the specifically identified groups of employees. Those employees who need time off should request annual leave.

*In recognition of the determination of Eid al-Adha falling on September 1, those members of collective bargaining units who need to take the day as a non-work day due to sincere religious beliefs do not have to report to work. All other employees should report to work. Those union employees who work on Friday, September 1 pursuant to their regular schedule will be entitled to one non-work day, without deduction from their annual leave bank, to be used with supervisor approval before August 31, 2018.

ANNIVERSARY DAY (Thursday, June 7, 2018)

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.

NOTES ON INDEPENDENCE DAY AND VETERAN'S DAY

In accordance with longstanding past policy and practice, Monday, July 3 and Friday, November 10, 2017 are scheduled as regular workdays for all employees. The most recent precedents for the Monday, July 3 and Friday, November 10, 2017 workdays are: 1989, 1995, 2000 and 2006. Whenever Veterans Day was celebrated on Saturday November 11, Friday November 10 was scheduled as a regular workday.

Questions should be directed to calendars@schools.nyc.gov.

ⁱ Revisions pertain to the notes on unobserved holidays in 2017: Eid al- Adha, Independence Day, and Veteran's Day.