



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHANCELLOR

52 Chambers Street, New York, New York 10007

TO: Regional Superintendents, Local Instructional Superintendents, Community Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, Chief Executive Officer for Empowerment Schools, Senior Directors of Youth Development, Directors of Regional Operations Centers, All Central

**FROM: Kathleen Grimm
Deputy Chancellor for Finance and Administration**

SUBJECT: Holiday Schedule for and Scheduled Closings of Learning Support Organizations, Empowerment Schools Central Office, Empowerment Schools Support Team Networks. Integrated Service Centers and Central Headquarters Offices for School Year 2007-2008

DATE: June 19, 2007

All Learning Support Organizations, Empowerment Schools Central Office, Empowerment Schools Support Team Networks, Integrated Service Centers, and central headquarters offices of the Department of Education will be closed on the thirteen 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 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 Centers, will be accessible on Thursday and Friday September 13 and 14, 2007 (Rosh Hashanah), on Friday March 21 (Good Friday) and on Monday April 21, 2008 (the 2nd day of Passover). These four days will continue to be paid holidays for certain but not all employees, as indicated in the "Notes" following the thirteen listed office closing dates below. As concerns Election Day, Veterans Day Observed, Lincoln's Birthday Observed and Anniversary Day, please also refer to the "Notes" below.

<u>2007</u>	July	4,	Wednesday	Independence Day
	September	3,	Monday.....	Labor Day
	October	8,	Monday	Columbus Day Observed
	November	12,	Monday.....	Veterans Day Observed
	November	22,	Thursday.....	Thanksgiving Holiday
	November	23,	Friday	
	December	24,	Monday.....	Christmas Holiday
		25,	Tuesday	
	December 31	31,	Monday.....	New Year's Holiday
<u>2008</u>	January	1,	Tuesday.	
	January	21,	Monday.....	Dr. Martin Luther King, Jr. Day
	February	18,	Monday.....	Washington's Birthday Observed
	May	26,	Monday.....	Memorial Day

THURSDAY SEPTEMBER 13 AND FRIDAY SEPTEMBER 14, 2007 (Rosh Hashanah), FRIDAY MARCH 21, 2008 (Good Friday) AND MONDAY APRIL 21 (the second day of Passover) ARE HOLIDAYS EXCEPT FOR MANAGERIAL/CONFIDENTIAL EMPLOYEES

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 Centers, will be accessible on Thursday September 13 and Friday September 14, 2007 (Rosh Hashanah), Friday March 21, 2008 (Good Friday), and Monday April 21, 2008 (the 2nd day of Passover). These four 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 four 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 6, 2007):

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE **OPEN** ON ELECTION DAY, TUESDAY, NOVEMBER 6, 2007.

But for the exceptions noted at the end of this paragraph, employees working on Election Day 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. 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, 2008, 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 VETERANS DAY OBSERVED (Monday November 12, 2007):

All schools and all other Department of Education facilities will be **CLOSED** on Monday November 12, 2007. When November 11 falls on a Sunday (as is the case in 2007), Education Law requires that Veterans Day be observed on Monday November 12.

LINCOLN’S BIRTHDAY OBSERVED (Friday February 22, 2008) 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, Lincoln’s Birthday Observed is scheduled as a holiday on Friday February 22, 2008.

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 Centers will be accessible on Friday February 22, 2008 (Lincoln’s Birthday Observed).

Friday February 22, 2008, will remain a paid holiday for employees, but managerial/confidential employees hired on or before June 30, 2004, and working on Lincoln's Birthday Observed (Friday February 22, 2008) 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 22, 2008) will automatically be recorded as a "floating holiday." However, that day off must be taken on or before Friday August 29, 2008, 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 22 in 2008) 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 5, 2008):

Anniversary Day is a regular workday for all staff.

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