



# 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 Academic Officer for New Schools, Directors of Regional Operations Centers, Directors of Student Placement, Youth and Family Support Services, All Tweed, All Central**

**SUBJECT: Holiday Schedule for and Scheduled Closings of Learning Support Centers, Regional Operations Centers and Central Headquarters Offices for School Year 2006-2007**

**DATE: June 14, 2006**

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All Learning Support Centers, Regional Operations Centers and central headquarters offices of the Department of Education will be closed on the eleven 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 eleven 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 Centers and Regional Operations Centers will be accessible on Monday October 2, 2006 (Yom Kippur) and Friday April 6, 2007 (Good Friday). These days will continue to be paid holidays for certain but not all employees, as indicated in the "Notes" following the eleven listed office closing dates below. As concerns the two days of Rosh Hashanah and of Passover, and certain other dates, please also refer to the "Notes" below.

<b><u>2006</u></b>	July	4,	Tuesday..... Independence Day
	September	4,	Monday..... Labor Day
	October	9,	Monday ..... Columbus Day Observed
	November	23,	Thursday..... Thanksgiving Holiday
	November	24,	Friday
	December	25,	Monday..... Christmas Holiday
<b><u>2007</u></b>	January	1,	Monday.....New Year's Holiday
	January	15,	Monday.....Dr. Martin Luther King, Jr. Day
	February	19,	Monday.....Washington's Birthday Observed
	February	23,	Friday ..... Lincoln's Birthday Observed
	May	28,	Monday..... Memorial Day

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**NOTE ON ELECTION DAY (Tuesday November 7, 2006):**

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 7, 2006

Except for the exceptions noted at the end of this paragraph, employees working on Election Day in Learning Support Centers, Regional Operations 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 the Election Day "floating holiday." However, that day off must be taken on or before Friday August 31, 2007, 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 Anniversary Day (Thursday June 7, 2007):**

Limited staff from Learning Support Centers and Regional Operations Centers will be accessible in Brooklyn and Queens on Thursday, June 7, 2007. Staff assigned to these Brooklyn and Queens Centers report to work if required by their applicable collective bargaining agreement. As before, staff assigned to central headquarters offices in the five boroughs and assigned to the Learning Support Centers and Regional Operations Centers in the Bronx, Manhattan and Staten Island, report to work on this day.

**NOTES ON MONDAY OCTOBER 2, 2006 (Yom Kippur) AND FRIDAY APRIL 6, 2007 (Good Friday)**

All central headquarters offices of the Department of Education will be open, and limited staff from Learning Support Centers and Regional Operations Centers will be accessible on Monday October 2, 2006 (Yom Kippur) and on Friday April 6, 2007 (Good Friday). These two 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 two days will be scheduled as regular workdays for these specifically identified groups of employees. Managers and confidential employees who need time off should request annual leave.

**NOTES ON ROSH HASHANAH AND THE FIRST TWO DAYS OF PASSOVER**

In accordance with longstanding past policy and practice, the two days of Rosh Hashanah, September 23 and 24, were not scheduled as holidays because they fall on a weekend, and the first two days of Passover, Tuesday April 3 and Wednesday April 4, 2007, were not scheduled as holidays since it has long been contrary to policy and practice to schedule holidays that would result in a workweek limited to two non-consecutive workdays.

In future years these four days will remain paid holidays for employees in accordance with past policy and practice (i.e., they are scheduled when they fall on weekdays except when their scheduling results in a workweek limited to two non-consecutive workdays), excluding however 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 will be scheduled as regular workdays for these

specifically identified groups of employees. Managers and confidential employees who need time off should request annual leave.

### **NOTES ON JULY 3 AND NOVEMBER 10, 2006**

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

Questions should be directed to [calendars@nycboe.net](mailto:calendars@nycboe.net).

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