



**Department of
Education**

Carmen Fariña, Chancellor

2015-16 CENTRAL CALENDAR

March 10, 2015
Revised June 23, 2015ⁱ

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 Monday, September 14, and Tuesday, September 15, 2015 (Rosh Hashanah), Wednesday, September 23, 2015 (Yom Kippur), September 24, 2015 (Eid al-Adha), February 8, 2016 (Lunar New Year), and Friday, March 25, 2016 (Good Friday). These six 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.

2015

July	3	Friday	Independence Day Observed
September	7	Monday	Labor Day
October	12	Monday	Columbus Day
November	11	Wednesday	Veterans Day
November	26	Thursday	Thanksgiving Holiday
November	27	Friday	
December	24	Thursday	Christmas Holiday
December	25	Friday	

2016

December	31	Thursday	New Year's Holiday
January	1	Friday	
January	18	Monday	Dr. Martin Luther King, Jr. Day
February	15	Monday	Washington's Birthday Observed
May	30	Monday	Memorial Day

NOTES:

INDEPENDENCE DAY

This year July 3, 2015 will be observed as a holiday and non-work day for all central employees.

ROSH HASHANAH MONDAY (Monday, September 14 and Tuesday, September 15, 2015); YOM KIPPUR (Wednesday, September 23, 2015); EID AL-ADHA (Thursday, September 24, 2015); LUNAR NEW YEAR (Monday, February 8, 2016); GOOD FRIDAY (Friday, March 25, 2016)

These six 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 3, 2015)

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 3, 2015.

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 26, 2016 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 24/December 25 and December 31/January 1 when these dates fall on a Thursday and Friday (with offices open on Wednesday, December 23 and Wednesday, December 30), most recently in 1981, 1987, 1992, 1998, and 2009. Employees who need time off on Wednesday, December 23 and Wednesday, December 30 should request annual leave.

LINCOLN'S BIRTHDAY OBSERVED (Friday, February 19, 2016)

All central headquarters offices of the Department of Education will be OPEN, and limited staff will be accessible on Friday, February 19, 2016 (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 19, 2016. Managerial/confidential employees hired on or before June 30, 2004, and working on Lincoln's Birthday Observed (Friday, February 19, 2016) 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 19, 2016) will automatically be recorded as a "floating holiday." However, that day off must be taken on or before Friday, August 26, 2016, 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 19, 2016) 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

In accordance with longstanding past policy and practice the first two days of Passover (Saturday, April 23 and Sunday, April 24, 2016), are not scheduled as holidays because they fall on weekends.

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 9, 2016)

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.

ⁱ The revision pertains to the addition of Lunar New Year on February 8, 2016 as a school holiday.