



**Department of
Education**

Joel I. Klein, Chancellor

2009-2010 CENTRAL CALENDAR

March 11, 2009

All School Support Organizations, Integrated Service Centers, and central headquarters offices of the Department of Education will be closed on the twelve 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 twelve 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 all School Support Organizations, and Integrated Service Centers, will be accessible on Monday, September 28, 2009 (Yom Kippur) and Friday, April 2, 2010 (Good Friday). These two days will continue to be paid holidays for certain but not all employees, as indicated in the "Notes" below. As concerns Independence Day, Election Day, Lincoln's Birthday Observed and Anniversary Day, please also refer to the "Notes" below.

2009

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

2010

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	31,	Monday	Memorial Day

NOTE ON FRIDAY, JULY 3 AND MONDAY, JULY 6, 2009:

It has been longstanding past practice to schedule Friday, July 3 and Monday, July 6 as a regular workday for all employees when Independence Day falls on a Saturday, as occurs in 2009. Since 1980, this occurred in 1981, 1992 and 1998.

MONDAY, SEPTEMBER 28, 2009 (Yom Kippur), AND FRIDAY, APRIL 2, 2010 (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 two 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 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 ROSH HASHANAH AND THE FIRST TWO DAYS OF PASSOVER

In accordance with longstanding past policy and practice, the two days of Rosh Hashanah (Saturday, September 19 and Sunday, September 20, 2009) are not scheduled as holidays because both days fall on a weekend. The first two days of Passover (Tuesday, March 30 and Wednesday, March 31, 2010), are 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 work days; most recently it occurred in 1990, 1993, 2004 and 2007.

In future years these four 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 ELECTION DAY "FLOATING HOLIDAY" (Tuesday, November 3, 2009):

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 3, 2009.

But for the exceptions noted in the next paragraph, employees working on Election Day in the School Support Organizations, 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 Tuesday, August 31, 2010, 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 19, 2010) 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 19, 2010.

All central headquarters offices of the Department of Education will be OPEN, and limited staff from the School Support Organizations, and Integrated Service Centers will be accessible on Friday, February 19, 2010 (Lincoln's Birthday Observed).

Friday, February 19, 2010, 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 19, 2010) in all School Support Organizations, 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 19, 2010) will automatically be recorded as a "floating holiday." However, that day off must be taken on or before Tuesday, August 31, 2010, 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, 2010) as their "floating holiday."

Lincoln's Birthday Observed is a regularly scheduled workday for "prevailing wage rate" employees and 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 10, 2010):

Anniversary Day is a regular workday for all staff, except for DC 37 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