

## 2014-2015 CENTRAL CALENDAR

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 Thursday, September 25, and Friday, September 26, 2014 (Rosh Hashanah), and Friday, April 3, 2015 (Good Friday). These three days will continue to be paid holidays for certain, but not all employees, as indicated in the "Notes" below. As concerns Election Day, Lincoln's Birthday, and Anniversary Day, please also refer to the "Notes" below.

### 2014

July	4	Friday	Independence Day
September	1	Monday	Labor Day
October	13	Monday	Columbus Day Observed
November	11	Tuesday	Veterans Day
November	27	Thursday	Thanksgiving Holiday
November	28	Friday	
December	25	Thursday	Christmas Holiday
December	26	Friday	

### 2015

January	1	Thursday	New Year's Holiday
January	2	Friday	
January	19	Monday	Dr. Martin Luther King, Jr. Day
February	16	Monday	Washington's Birthday Observed
May	25	Monday	Memorial Day

**THURSDAY, SEPTEMBER 25 AND FRIDAY, SEPTEMBER 26, 2014 (Rosh Hashanah), AND FRIDAY, APRIL 3, 2015 (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 three 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 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 4, 2014)**

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 4, 2014.

But for the exceptions noted in the next paragraph, employees working on Election Day in the Children First Networks 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 28, 2015 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.

#### **NOTE ON CHRISTMAS AND NEW YEAR HOLIDAYS**

It has been longstanding past practice to schedule holidays on December 25/December 26 and January 1/January 2 when these dates fall on a Thursday and Friday (with offices open on Wednesday, December 24 and Wednesday, December 31), most recently in 1975, 1980, 1986, 1997, 2003 and 2009. Employees who need time off on Wednesday, December 24 and Wednesday, December 31 should request annual leave.

#### **LINCOLN’S BIRTHDAY OBSERVED (Friday, February 20, 2015) 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 20, 2015.

All central headquarters offices of the Department of Education will be OPEN, and limited staff will be accessible on Friday, February 20, 2015 (Lincoln’s Birthday Observed).

Friday, February 20, 2015, 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 20, 2015) 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 20, 2015) will automatically be recorded as a “floating holiday.” However, that day off must be taken on or before Friday, August 28, 2015, 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 20, 2015) 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 YOM KIPPUR AND THE FIRST TWO DAYS OF PASSOVER**

In accordance with longstanding past policy and practice, the day of Yom Kippur (Saturday, October 4, 2014) and the first two days of Passover (Saturday, April 4 and Sunday, April 5, 2015), 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 these specifically identified groups of employees. Those employees who need time off should request annual leave.

#### **NOTE ON ANNIVERSARY DAY (Thursday, June 4, 2015)**

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](mailto:calendars@schools.nyc.gov).