Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group. The Annual Leave Period of all employees is September 1, 2018 – August 31, 2019. Employees should use their leave accruals within this period.

Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements.

If you have questions, contact your Human Resources Office.

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 3L</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-teaching Instructional</td>
<td>Classified Service Blue Collar</td>
<td>Skilled Trades Bargaining Unit (Section 220)</td>
<td>Laborers Only (Section 220)</td>
<td>CUNY Theatre Technician Titles</td>
</tr>
<tr>
<td></td>
<td>(ECP, HEOs, CLTs, Research Assists/Assocs, Librarians)</td>
<td>(Custodial, Stores-Stock, and Security)</td>
<td>(except Laborers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday 9/03/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday 10/08/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday 11/06/18</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Sunday 11/11/18</td>
<td>N</td>
<td>Observed Mon 11/12/18</td>
<td>Observed Mon 11/12/18</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday: Thanksgiving /</td>
<td>Thursday 11/22/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Day After Thanksgiving</td>
<td>Friday 11/23/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Christmas Holiday: Christmas Eve,</td>
<td>Monday 12/24/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday 12/25/18</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>New Year’s Holiday: New Year’s Eve,</td>
<td>Monday 12/31/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Tuesday 1/01/19</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Monday 1/21/19</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Tuesday 2/12/19</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday 2/18/19</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 5/27/19</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Thursday 7/04/19</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td><strong>Unscheduled Holidays</strong>*</td>
<td><strong>4</strong></td>
<td><strong>1</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Employees normally scheduled to</strong></td>
<td><strong>For Holidays falling on a Saturday or Sunday when you are</strong></td>
<td><strong>Observe holidays as</strong></td>
<td><strong>Observe holidays as</strong></td>
<td><strong>Observe holidays as</strong></td>
<td><strong>Observe holidays as</strong></td>
</tr>
<tr>
<td><strong>work on a Saturday or Sunday</strong></td>
<td><strong>scheduled to work, take the holiday on that Saturday or</strong></td>
<td><strong>listed. Those normally</strong></td>
<td><strong>listed. Those normally</strong></td>
<td><strong>listed. Those normally</strong></td>
<td><strong>listed.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Sunday instead of the day listed on the chart or receiving</strong></td>
<td><strong>scheduled to be off on an observed holiday will</strong></td>
<td><strong>scheduled to be off on an observed holiday will</strong></td>
<td><strong>scheduled to be off on an observed holiday will</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>the additional Unscheduled Holiday. Those normally</strong></td>
<td><strong>be paid straight time</strong></td>
<td><strong>be paid straight time</strong></td>
<td><strong>be paid straight time</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>scheduled to be off on an observed holiday falling on a</strong></td>
<td><strong>pay for the day or a</strong></td>
<td><strong>pay for the day, if</strong></td>
<td><strong>pay for the day, if</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>weekday will receive an unscheduled day in lieu of that day</strong></td>
<td><strong>comp day, if applicable.</strong></td>
<td><strong>applicable.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or compensatory day, depending on the title.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.