

# THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS

**September 1, 2020 through August 31, 2021**

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, 2020 – August 31, 2021.** 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 collective bargaining agreements. 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.

Holidays			<b>GROUP 1</b> <b>Non-teaching</b> <b>Instructional</b> <small>(ECP, HEOs, CLTs, Research Assts/Assocs, Librarians)</small> <b>Classified Service</b> <b>White Collar</b> <small>(Clerical, Professional, Administrative, Managerial)</small>	<b>GROUP 2</b> <b>Classified Service</b> <b>Blue Collar</b> <small>(Custodial, Stores-Stock, and Security)</small>	<b>GROUP 3</b> <b>Skilled Trades</b> <b>Bargaining Unit</b> <b>(Section 220)</b> <small>(except Laborers)</small>	<b>GROUP 3L</b> <b>Laborers Only</b> <b>(Section 220)</b>	<b>GROUP 4</b> <b>CUNY Theatre</b> <b>Technician Titles</b>
Labor Day	Monday	09/07/20	Y	Y	Y	Y	Y
Columbus Day	Monday	10/12/20	Y	Y	Y	Y	N
Election Day	Tuesday	11/03/20	N	Y	Y	Y	N
Veterans Day	Wednesday	11/11/20	N	Y	Y	Y	N
Thanksgiving	Thursday	11/26/20	Y	Y	Y	Y	Y
Day After Thanksgiving	Friday	11/27/20	Y	Y	N	N	N
Christmas Eve	Thursday	12/24/20	Y	Y	N	N	Y
Christmas Day	Friday	12/25/20	Y	Y	Y	Y	Y
New Year's Eve	Thursday	12/31/20	Y	Y	N	N	Y
New Year's Day	Friday	01/01/21	Y	Y	Y	Y	Y
Martin Luther King, Jr. Holiday	Monday	01/18/21	Y	Y	Y	Y	Y
Lincoln's Birthday	Friday	02/12/21	Y	Y	Y	N	N
Presidents' Day	Monday	02/15/21	Y	Y	Y	Y	N
Memorial Day	Monday	05/31/21	Y	Y	Y	Y	Y
Independence Day	Sunday	07/04/21	Observed Mon 7/5/21	Observed Mon 7/5/21	Observed Mon 7/5/21	Observed Mon 7/5/21	Y
<b>Unscheduled Holidays*</b>			4	1	0	0	0
<b>Employees normally scheduled to work on a Saturday or Sunday</b>			For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday <b>instead of</b> the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.	Observe holidays as listed.	

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