

**Employee Holiday and Unscheduled Leave Periods for
September 1, 2017 through August 31, 2018**

This year CUNY has authorized two (2) additional unscheduled holidays. This academic year, Christmas Eve and New Years Eve fall on a Sunday. Therefore, in order to compensate for the two days which are normally days off, CUNY has issued 2 additional unscheduled holidays for the following Groups:

Group 1, which include Non-Teaching Instructional (ECP, HEOs & CLTs) and Classified Service White Collar (Clerical Professional, Administrative & Managerial), CUNY has issued **6** unscheduled holidays instead of 4 unscheduled holidays.

Four Unscheduled Holidays- Distribution:

The four (4) unscheduled holidays are available for the use of employees who are in active pay status on September 1.

In the event an employer-employee relationship ends prior to the specific dates listed below, an appropriate adjustment shall be made on a full days basis in the employee's annual leave balance or the final payment of the employee

Two Extra Unscheduled Holidays-

- Employees can use the 1 extra unscheduled holiday given for 12/24/2017 anytime between December 26, 2017 and August 31, 2018.
- Employees can use the 1 extra unscheduled holiday given for 12/31/2017 anytime between January 2, 2018 and August 31, 2018.

Group 2, which include Classified Service Blue Collar (Custodial, Stores- Stock and Security) CUNY issued 3 unscheduled holidays instead of 1 unscheduled holiday.

One (1) scheduled holiday will be made available in September.

Two Extra Unscheduled Holidays-

- Employees can use the 1 extra unscheduled holiday given for 12/24/2017 anytime between December 26, 2017 and August 31, 2018.

- Employees can use the 1 extra unscheduled holiday given for 12/31/2017 anytime between January 2, 2018 and August 31, 2018.

Use of Unscheduled Holidays:

A request to take a specific day as an unscheduled holiday is made in accordance with the usual practices at the college. Unscheduled holidays must be taken within the annual leave year in which they are earned, and they may not be carried into the next annual leave year.