



CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

Unscheduled Holidays Guidelines

April 3, 2025

As per the *Employee Holiday and Annual Leave Periods* schedule (Group1) below, there are four Unscheduled Holidays for this leave year, effective September 1, 2024, to August 31, 2025. The number of Unscheduled Holidays is determined by the University.

Unscheduled Holidays are earned quarterly. One Unscheduled Holiday is earned between each of the following periods:

- 1st Quarter: September 1 to November 30
- 2nd Quarter: December 1 to February 28
- 3rd Quarter: March 1 to May 3
- 4th Quarter: June 1 to August 31

Unscheduled Holidays must be used by August 31st and cannot be carried over into the next Annual Leave Period. Unscheduled Holidays must be used in seven-hour increments.

Newly hired employees receive a pro-rated number of unscheduled holidays, based on their start date, during the first annual leave year of employment.

Sincerely,

Office of Human Resources

*Having difficulty juggling your personal and professional life? CUNY's Employee Assistance Program run by CCA@YourService, is available to all faculty and staff and their families at the [CCA website](#) using "**CUNY**" as your company code or by phone at 1-800-833-8707.*

THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS
September 1, 2024 - August 31, 2025

Holidays			Non-Teaching Instructional ECP, HEOs, CLTs, Research Assts/Assocs, Librarians Classified Service White Collar Clerical, Professional, Administrative, Managerial	Classified Service Blue Collar * Custodial, Stores-Stock, and Security	Skilled Trades Bargaining Unit (Section 220) ** except Laborers, Supervisor Electricians, Electricians and Electrician's Helpers	Skilled Trades Bargaining Unit (Section 220) ** Supervisor Electricians, Electricians and Electrician's Helpers	Skilled Trades Bargaining Unit (Section 220) ** Laborers	CUNY Theatre Technician *** Titles
Labor Day	Mon	09/02/24	Y	Y	Y	Y	Y	Y
Columbus Day	Mon	10/14/24	Y	Y	Y	Y	Y	N
Election Day	Tue	11/05/24	N	Y	Y	Y	Y	N
Veterans Day	Mon	11/11/24	N	Y	Y	Y	Y	N
Thanksgiving & Day After Thanksgiving	Thu Fri	11/28/24 11/29/24	Y Y	Y Y	Y N	Y N	Y N	Y N
Christmas Eve	Tue	12/24/24	Y	Y	N	N	N	Y
Christmas Day	Wed	12/25/24	Y	Y	Y	Y	Y	Y
New Year's Eve	Tue	12/31/24	Y	Y	N	N	N	Y
New Year's Day	Wed	01/01/25	Y	Y	Y	Y	Y	Y
Martin Luther King, Jr. Day	Mon	01/20/25	Y	Y	Y	Y	Y	Y
Lincoln's Birthday	Wed	02/12/25	Y	Y	Y	N	N	N
Presidents' Day	Mon	02/17/25	Y	Y	Y	Y	Y	N
Memorial Day	Mon	05/26/25	Y	Y	Y	Y	Y	Y
Juneteenth	Thu	06/19/25	Y	Y	Y	Y	Y	Y
Independence Day	Fri	07/04/25	Y	Y	Y	Y	Y	Y
Unscheduled Holidays			4	1	N/A	1	N/A	N/A

* Civil Service Blue Collar: For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday in lieu of 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 comp day, depending on the title. EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their Unscheduled Holidays.

** Skilled Trades Bargaining Unit (Section 220): 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.

*** CUNY Theatre Technician Titles: Observe holidays as listed.