

M. Quinn
10/14/16

J. Jagan
10/14/16

MONTCLAIR STATE UNIVERSITY
AND
LOCAL 1904 AFT/AFL-CIO
HOLIDAY WORK AND THE ACADEMIC CALENDAR
2016

Professional Staff and Librarians

1. Unless the Legislature or Governor acts to declare the Friday after Thanksgiving as a State holiday in 2016, the University will be closed the day after Thanksgiving (November 25) and between Christmas and New Year's, December 26th through January 2nd. Employees will therefore be required to cover five (5) workdays that are November 25, and December 27, 28, 29 and 30. In order to cover the five (5) days, all AFT Unit professional staff and librarians shall work at least two (2) of the following holidays: Columbus Day, Election Day, Veterans' Day, and Presidents' Day and Martin Luther King Jr. Day for Library employees.
2. To cover the additional days Unit members covered by this Agreement may exercise any of the rights they currently have under the Statewide Agreement including making arrangements with their supervisors, working additional holidays or applying other appropriate earned leave balances, exclusive of sick leave.
3. Each Unit professional staff member and librarian will meet with his/her supervisor to agree on which of the holidays he/she will work per #1 above and whether the professional staff member/librarian will exercise the option of making special arrangements, taking appropriate earned leave balances exclusive of sick leave or work additional holidays per #2 above, as required.
4. In unusual circumstances, where none of the options presented above are adequate, Unit professional staff members and librarians will work with their supervisors and the Vice President for Human Resources to work out a suitable arrangement on a case-by-case basis.
5. Requests as to how the work days will be handled as set forth above shall not be unreasonably denied. Disagreements shall be decided by the next highest level of supervision, or, if necessary, by the President's designee in consultation with the Union's designee.

M. Lura
10/14/16

J. Hession
10/14/16

Appendix 1

Calendar Year 2016 (including New Year's Day)

Day After Thanksgiving: November 25, 2016

Holidays*: December 26, 2016 and January 2, 2017

Winter Closing: December 27, 28, 29, and 30 (Four (4) days)

*According to State of New Jersey Administrative Code Title 4A: 6-2.4 (c) Holidays: State Service, "When an authorized State holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday."