



Local 1904



*Handwritten:* 10/24/07  
*Signature:* B. Hansen  
10/24/07

**Montclair State University  
and Local 1904 AFT/AFL-CIO  
Winter Holiday Work and the Academic Calendar**

**Professional Staff and Librarians**

1. During the period December 2007-January 2011, the University will be closed during the winter holiday period as set forth in Appendix I. **To cover the five (5) affected work days for calendar years 2007 and 2008; and the four (4) affected work days for calendar years 2009 and 2010**, each AFT unit professional staff employee and librarian shall work at least any three of the following holidays: Columbus Day, Election Day, Veterans Day, Lincoln's Birthday, President's Day.

2. **To cover the two (2) additional days in 2007 and 2008, and the one (1) additional day in 2009 and 2010**, that the University is closed, unit members covered by this Agreement may exercise any of the rights they currently have under the Statewide Agreement, including working a fourth **or fifth** holiday as **needed** or applying earned compensatory time approved in advance of it being worked.

3. Each unit professional staff member and librarian will meet with his/her supervisor to agree on which three of the five holidays he/she will work and whether the professional staff person will apply earned compensatory time approved in advanced of it being worked, exercise the option of taking vacation time or work an additional holiday to cover the fourth **or fifth** day.

4. 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.

5. Application of compensatory time earned for holidays worked shall be at the rate provided in the Statewide Agreement. In the event the Governor, by Executive Order, declares any of the days between Christmas Day and New Year's Day a State holiday, the time owed by unit members covered by this agreement shall be correspondingly reduced on a one-for-one basis. Any provision of this Agreement prohibited by the Statewide Agreement shall be without effect.

6. In order to maintain the security of the campus during the period of the holiday closure, only in the unusual circumstances in which a faculty member or professional staff person must perform a specific duty of his/her job that can only be performed on campus during this specific period, may he/she gain access to the campus. The process for gaining access to the campus during this period is as follows. First, inform the campus police as soon as one knows that his/her presence on campus during this period is necessary and specify the purpose and time and date one plans to be on campus so that appropriate arrangements may be made. Then, upon arrival on campus, sign in and out at the campus police building.

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## **Appendix 1**

### **Calendar Year 2007 (including New Year's Day)**

Holidays: December 25, 2007 and January 1, 2008  
Winter Closing: December 24, 26, 27, 28 and 31 (Five (5) days)

### **Calendar Year 2008 (including New Year's Day)**

Holidays: December 25, 2008 and January 1, 2009  
Winter Closing: December 26, 29, 30 and 31, and January 2, 2009 (Five (5) days)

### **Calendar Year 2009 (including New Year's Day)**

Holidays: December 25, 2009 and January 1, 2010  
Winter Closing: December 28, 29, 30 and 31 (Four (4) days)

### **Calendar Year 2010 (including New Year's Day)**

Holidays: December 24, 2010 and December 31, 2010 \*  
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, "[w]hen an authorized State holiday falls on a Saturday, the preceding Friday shall be observed as the holiday." This is the case for December 25, 2010 and January 1, 2011.