

**Memorandum of Agreement (MOA)**  
**Between Montclair State University and AFT Local 1904 (the Parties)**  
**Modified Work Schedule – Day after Thanksgiving and Winter Break 2024 -2026**

The University is closed on the day after Thanksgiving, and the four (4) non-holiday workdays between Christmas Day and New Years’ Day (“Winter Break”). These dates are delineated in the Appendix, Annual Closures and Holidays Observed 2024 – 2026.

**The Parties agree that:**

1. In order to receive pay for the days during which the University is closed (Day after Thanksgiving and Winter Break), members of the Professional Staff and Librarians may elect to work any/all of the following holidays, within the same Calendar Year to accrue compensatory time at the rate of 1.25 days earned for each holiday worked:
  - a. President’s Day
  - b. Columbus Day
  - c. Election Day
  - d. Veterans’ Day
2. If an employee does not have sufficient compensatory time or paid time off to cover the Day after Thanksgiving and/or the Winter Break and the employee’s unit has work that can be performed on the days that the University is closed, the employee may work on these days with prior supervisory authorization. If an employee’s unit does not have work that can be performed on the aforementioned days, they will take those days as unpaid.
3. This MOA is subject to renegotiation in the event that any additional holidays are declared by the State of New Jersey and/or included in a new or amended CNA.
4. Should an employee accrue compensatory time for working one or more of the holidays listed in paragraph 1 and separate from the University prior to applying the compensatory time to the Day after Thanksgiving and/or Winter Break, the compensatory time will be paid out at the time of separation.
5. Compensatory time earned through this MOA must be used by December 31st of each year, and shall not roll over.
6. Unusual circumstances will be resolved on a case-by-case basis by the University in consultation with the AFT Local 1904 between Montclair State University and the AFT Local 1904, including the LSPA.
7. This Agreement is entered into on a one-time non-precedential basis and does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and the AFT Local 1904, including the LSPA.



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Carly Hamilton AVP ER/LR  
Montclair State University  
Representative

2/13/2024

Date



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David L. Vernon, VPHR  
Montclair State University  
Representative

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Alex Sperling



\_\_\_\_\_  
AFT Local 1904  
Representative

2/13/2024

Date

David Trubatch

*A. David Trubatch*  
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VP for Negotiations

AFT Local 1904  
Representative

13 Feb. 2024

## **Appendix: Annual Closures and Holidays Observed 2024 – 2026**

### **Day after Thanksgiving and Non-Holiday Workdays**

#### **Calendar Year 2024**

##### **Holidays Observed:**

Christmas Day – Wednesday, December 25, 2024

New Years' Day – Wednesday, January 1, 2025

##### **Non-Holiday Workdays Covered Include: 11/29/2024**

12/26/2024

12/27/2024

12/30/2024

12/31/2024

#### **Calendar Year 2025**

##### **Holidays Observed:**

Christmas Day – Thursday, December 25, 2025

New Years' Day – Thursday, January 1, 2026

##### **Non-Holiday Workdays Covered Include: 11/28/2025**

12/26/2025

12/29/2025

12/30/2025

12/31/2025

#### **Calendar Year 2026**

##### **Holidays Observed:**

Christmas Day – Friday, December 25, 2026

New Years' Day – Friday, January 1, 2027

##### **Non-Holiday Workdays Covered Include: 11/27/2026**

12/28/2026

12/29/2026

12/30/2026

12/31/2026