

TO: Human Resources Directors

FROM: Jonathan C. Wangel

DATE: September 8, 2022

SUBJECT: Dates of Observance of Paid Holidays for Calendar Year 2023 pursuant to the Citywide

Agreement, Appendix A of the Prevailing Rate Agreements, Operating Procedure 20-26, and

Jonathan C. Wangel

Labor Relations

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Sr. Assistant Vice President

other collectively bargained agreements

Below, please find the dates of observance of paid holidays for calendar year 2023. This schedule applies to both Group 11 and Group 12 employees.

Holiday <u>Date Observed</u>

New Year's Day January 2, 2023 (Monday)

Martin Luther King Jr.'s Birthday* January 16, 2023 (Monday)

Lincoln's Birthday* February 13, 2023 (Monday)

Washington's Birthday (Presidents' Day) February 20, 2023 (Monday)

Memorial Day May 29, 2023 (Monday)

June 19, 2023 (Monday)

Independence Day July 4, 2023 (Tuesday)

Labor Day September 4, 2023 (Monday)

Indigenous Peoples' Day/Italian Heritage Day/Columbus Day*

October 9, 2023 (Monday)

Election Day* November 7, 2023 (Tuesday)

Veterans' Day November 10, 2023 (Friday)

Thanksgiving Day November 23, 2023 (Thursday)

Christmas Day December 25, 2023 (Monday)

^{*}See notes on Page 2 for exceptions

Lincoln's Birthday: Interpretive Memorandum No. 84, issued by the City's Office of Labor Relations on July 15, 1996, announced that, effective January 1, 1997, the Citywide Agreement was amended to delete Lincoln's Birthday from the list of regular holidays for unionized employees (except those in prevailing rate titles) and to designate it, instead, as a "floating holiday." The Citywide Agreement was modified further to eliminate the floating holiday for covered employees newly hired on or after July 1, 2004. Additionally, employees in the Staff Nurse collective bargaining unit are not entitled to the floating holiday.

The treatment of Lincoln's Birthday as a floating holiday continues to apply to Group 11 employees hired before July 15, 2004, but is eliminated for those newly hired on or after that date. The floating holiday must be used as outlined in Interpretive Memorandum No. 84. Please note that unless otherwise provided by an individual Comptroller's Determination, Lincoln's Birthday continues to be a holiday for employees in all prevailing rate titles except for City Laborers and Electricians. Effective Calendar Year 2021, Lincoln's Birthday shall be converted to a floating holiday for Electricians, Supervisor Electricians, and Electrician's Helpers. Use of the floating holiday for the Electricians Unit will be pursuant to the rules contained in the Citywide Agreement/Interpretive Memorandum No. 84 concerning floating holidays.

Juneteenth: In accordance with the April 22, 2022 side-letter between District Council 37, the City of New York and NYC H+H, the 2001-2021 Citywide Agreement was amended to include Juneteenth as a regular holiday with pay. Additional side letters for Unions and Locals not covered by the Citywide Agreement have also been executed to include Juneteenth as a paid holiday.

Registered Professional Nurses: Employees in the Staff Nurse collective bargaining unit, except those in the titles Home Health Nurse (Per Visit) and Staff Nurse (Per Hour), are entitled to nine of the above paid holidays. The following are <u>not</u> paid holidays for this unit: Martin Luther King's Birthday, Lincoln's Birthday, Columbus Day and Election Day. As noted above, nurses in the Staff Nurse collective bargaining unit are not entitled to the floating holiday.

C: Andrea Cohen
Vice Presidents/Executive Directors
Yvette Villanueva
Tatyana Seta
Scott Van Orden
Sonia Duenas
Andrea Chilaka
Tonya Morgan
Labor Relations Officers
Payroll Managers

¹ This modification to the Citywide Agreement, which is part of a package of modifications, does not apply to new employees in collective bargaining units that received a waiver. The number of units with waivers may change through collective bargaining. Currently, the collective bargaining units that have a waiver are:

CBU 121, Institutional Titles (Local 237)

CBU 047, Special Officers (Local 237)

CBU 142, Public Information (Local 237)

CBU 075, Staff Nurses (NYSNA) (see above)

CBU 087, Pharmacists and Dietitians (1199)

CBU 093, Microbiologists (1199)

CBU 065, Licensed Practical Nurse (1199)

CBU 035, Clinicians (Doctors Council)



JANUARY							HOLIDAYS	JULY						
S M T W Th F S						S		S	М	Т	W	Th	F	S
1	2	3	4	5	6	7	New Year's Day							1
8	9	10	11	12	13	14	Sunday, January 1st	2	3	4	5	6	7	8
15	16	17	18	19	20	21	Observed on 1/2/2023	9	10	11	12	13	14	15
22	23	24	25	26	27	28		16	17	18	19	20	21	22
29	30	31					Martin Luther King Jr's B-Day	23	24	25	26	27	28	29
	EEDDIIADV						Monday, January 16th	30 31						
	FEBRUARY								AUGUST					0
S	M	Т	W	<u>Th</u>	F	S	Lincoln's B-Day (Floating)	S	M	<u>T</u>	W	Th_	F	S
5	6	7	1 8	2 9	3 10	4 11	Monday, February 13th	6	7	1 8	2 9	3 10	4 11	5 12
12	13	, 14	o 15	9 16	17	18	Eligible for employee hired before 7/1/2004	13	, 14	o 15	9 16	17	18	19
19	20	21	22	23	24	25	President's Day	20	21	22	23	24	25	26
26	27	28		20		20	Monday, February 20th	27	28	29	30	31	20	
MARCH								<u> </u>		SEP				
S	М	Т	W	Th	F	S	Memorial Day	S	М	Т	W	Th	F	S
			1	2	3	4	Monday, May 29th						1	2
5	6	7	8	9	10	11		3	4	5	6	7	8	9
12	13	14	15	16	17	18	<u>Juneteenth National</u> Independence Day	10	11	12	13	14	15	16
19	20	21	22	23	24	25	Monday, June 19th	17	18	19	20	21	22	23
26	27	28	29	30	31		•	24	25	26	27	28	29	30
		- 1	4PRI	L			Independence Day			OC	ТОВ	ER		
S	М	Т	W	Th	F	S	Tuesday, July 4th	S	М	Т	W	Th	F	S
						1		1	2	3	4	5	6	7
2	3	4	5	6	7	8	<u>Labor Day</u>	8	9	10	11	12	13	14
9	10	11	12	13	14	15	Monday, September 4th	15	16	17	18	19	20	21
16	17	18	19	20	21	22		22	23	24	25	26	27	28
23	24	25	26	27	28	29	Columbus Day	29	30	31				
30 MAY							Monday, October 9th	NOVEMBER						
S M T W Th F S							Election Day	S	М	T W Th F S				
	1	2	3	4	5	6	Tuesday, November 7th			•	• •	•••	•	
7	8	9	10	11	12	13	,				1	2	3	4
14	15	16	17	18	19	20	Veteran's Day	5	6	7	8	9	10	11
21	22	23	24	25	26	27	Saturday, November 11th	12	13	14	15	16	17	18
28	29	30	31				Observed on 11/10/2023	19	20	21	22	23	24	25
								26	27	28	29	30		
			JUN				Thanksgiving Day	DECEMBER					_	
S	M	T	W	Th	F	S	Thursday, November 23rd	S	M	T	W	Th	F	S
1	_	6	7	1 8	2	3 10	Chairtanna Barr	2	1	E	G	7	7	2 9
11	5 12	6 13	7 14	8 15	16	17	<u>Christmas Day</u> Monday, December 25th	3 10	4 11	5 12	6 13	7 14	8 15	9 16
18	19	20	21	22	23	24	ivioriday, December 23th	17	18	19	20	21	22	23
25	26	27	28	29	30			24	25	26	27	28	29	30
				_0			Holiday Payday	31		_0			_~	
<u> </u>														



Yvette Villanueva

Senior Vice President, Human Resources 55 Water Street, 26th Floor New York, NY 10041

MEMORANDUM

DATE: April 27, 2022

TO: Chief Executive Officer, SVP/VP

Director of Human Resources

FROM: Yvette Villanueva

SUBJECT: Addendum to Operating Procedure 20-26

Holidays for Managerial (Group 11) Employees

1. The following are regular paid holidays:

• New Year's Day

Martin Luther King, Jr. Day

• Floating Holiday (Lincoln's Birthday)-Only for employees hired on or before 7/14/04

Washington's Birthday

Memorial Day

• Juneteenth National Independence Day (New)

Independence Day

Labor Day

- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- 2. Holidays shall be considered seven-hour day for full-time employees. Part-time employees shall be paid only for holidays on which they are scheduled to work. Holiday pay for part-time employees is pro-rated based on the total number of hours the employee is scheduled to work per week.
- 3. Whenever an employee is requested or required to work on one of the above paid holidays, employee may take another day off within a 12-month period, in lieu of the holiday worked. This time is forfeited if not taken within 12 months of the actual or observed day from which it was originally generated.
- 4. The Payroll Department will monitor the use and forfeiture of holidays/floating holidays annually and employees will see the reduction reflected in their annual timekeeping balance review document.
- 5. Employees may **not** buy out holiday day leave balances.
- 6. If an employee who is entitled to a paid holiday has not taken off a day in lieu of a holiday worked, the employee is entitled, upon separation, to payment for that holiday, provided that 12 months has not elapsed since the date of the holiday. For employees separated on or after October 21, 2019, unused accrued holidays that are eligible for pay upon termination shall be paid at the pay rate in effect at the time of separation.
- 7. Floating Holiday: Lincoln's Birthday is no longer designated as a regular paid holiday for Group 11 employees. Instead, employees hired on or before July 14, 2004 are entitled to one floating holiday in each calendar year during which the employee is in active pay status prior to Lincoln's Birthday of that year. Employees hired after July 14, 2004 are not entitled to Lincoln's Birthday and/or the floating holiday. Employees must use the floating holiday in the calendar year in which it was earned; it may not be carried over into a succeeding year, nor is it eligible for payment upon separation of service.





JANUARY							HOLIDAY	S	JULY						
S M T W Th F S						S		Ī	S	М	Т	W	Th	F	S
						1	New Year's D	<u>Day</u>						1	2
2	3	4	5	6	7	8	Saturday, Janua	ary 1st	3	4	5	6	7	8	9
9	10	11	12	13	14	15	Observed on 12/31	1/2021	10	11	12	13	14	15	16
16	17	18	19	20	21	22			17	18	19	20	21	22	23
23	24	25	26	27	28	29	Martin Luther King	Jr's B-Day	24	25	26	27	28	29	30
30	31						Monday, Januar	y 17th	31						
FEBRUARY									AUGUST						
S	М	Т	W	Th	F	S	Lincoln's B-Day (F	Floating)	S	М	Т	W	Th	F	S
		1	2	3	4	5	Friday, February	y 11th		1	2	3	4	5	6
6	7	8	9	10	11	12	Eligible for employee hired b	pefore 7/1/2004	7	8	9	10	11	12	13
13	14	15	16	17	18	19			14	15	16	17	18	19	20
20	21	22	23	24	25	26	President's [<u>Day</u>	21	22	23	24	25	26	27
27	28						Monday, Februa	ry 21st	28	29	30	31			
MARCH								L			SEP	ГЕМІ	BER		
S	M	Т	W	Th	F	S	Memorial D	<u>ay</u>	S	M	Т	W	Th	F	S
		1	2	3	4	5	Monday, May	30th					1	2	3
6	7	8	9	10	11	12			4	5	6	7	8	9	10
13	14	15	16	17	18	19	Juneteenth Nat Independence		11	12	13	14	15	16	17
20	21	22	23	24	25	26	Sunday, June	19th	18	19	20	21	22	23	24
27	28	29	30	31			Observed on 6/2	0/2022	25	26	27	28	29	30	
			PRI					L			OC.	TOB	ER		
S	M	<u>T</u>	W	Th	F	S	<u>Independence</u>		S	M	Т	W	Th	F	S
			_		1	2	Monday, July	4th	_				_		1
3	4	5	6	7	8	9			2	3	4	5	6	7	8
10	11	12	13	14	15	16	<u>Labor Day</u>		9	10	11	12	13	14	15
17			.711	21	22	23	Monday, September 5th		16	17	18	19	.711	21	22
	18	19	20				Monday, Septem	ber our		0.4			20		
24	25	26	27	28	29	30			23	24	25	26	27	28	29
		26	27	28			<u>Columbus D</u>)ay		31	25	26	27		
24	25	26	27 MAY	28	29	30)ay	23 30	31	25 NO V	26 EME	27 BER	28	29
		26	27	28			<u>Columbus D</u> Monday, Octobe	Day er 10th	23	31	25	26	27		
24 S	25 M	26 T	27 MAY W	28 Th	29 F	30 S	Columbus D Monday, Octobe	9ay er 10th ay	23 30	31	25 NOV T	26 EME W	27 BER Th	28 F	29 S
24 S 1	25 M 2	26 T 3	27 MAY W 4	28 Th 5	29 F 6	30 S 7	<u>Columbus D</u> Monday, Octobe	9ay er 10th ay	23 30 S	31 M	25 NOV T	26 EME W	27 BER Th 3	28 F 4	29 S 5
24 S 1 8	25 M 2 9	26 T 3 10	27 MAY W 4 11	28 Th 5 12	F 6 13	30 S 7 14	Columbus D Monday, Octobe Election Da Tuesday, Novem	Day er 10th By ber 8th	23 30 S	31 M	25 NOV T 1 8	26 W 2 9	27 BER Th 3 10	F 4 1 1	29 S 5 12
24 S 1 8 15	25 M 2 9 16	26 T 3 10 17	27 MAY W 4 11 18	28 Th 5 12 19	F 6 13 20	30 S 7 14 21	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D	Day er 10th By ber 8th	23 30 S 6 13	31 M 7 14	25 NOV T 1 8 15	26 W 2 9 16	27 BER Th 3 10 17	F 4 1 1 18	5 12 19
S 1 8 15 22	25 M 2 9 16 23	26 T 3 10 17 24	27 MAY W 4 11	28 Th 5 12	F 6 13	30 S 7 14	Columbus D Monday, Octobe Election Da Tuesday, Novem	Day er 10th By ber 8th	23 30 S 6 13 20	31 M 7 14 21	25 NOV T 1 8 15 22	26 W 2 9 16 23	27 BER Th 3 10	F 4 1 1	29 S 5 12
24 S 1 8 15	25 M 2 9 16	26 T 3 10 17 24 31	27 W W 4 11 18 25	28 Th 5 12 19 26	F 6 13 20	30 S 7 14 21	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D Friday, November	Day er 10th By ber 8th ay er 11th	23 30 S 6 13	31 M 7 14 21 28	25 NOV T 1 8 15 22 29	26 W 2 9 16 23 30	27 BER Th 3 10 17 24	F 4 1 1 18	5 12 19
S 1 8 15 22	25 M 2 9 16 23	26 T 3 10 17 24 31	27 MAY W 4 11 18	28 Th 5 12 19 26	F 6 13 20	30 S 7 14 21	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D	Day er 10th Day ber 8th ay er 11th	23 30 S 6 13 20	31 M 7 14 21 28	25 NOV T 1 8 15 22	26 W 2 9 16 23 30	27 BER Th 3 10 17 24	F 4 1 1 18	5 12 19
24 S 1 8 15 22 29	25 M 2 9 16 23 30	26 T 3 10 17 24 31	27 MAY W 4 11 18 25	Th 5 12 19 26	F 6 13 20 27	30 S 7 14 21 28	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D Friday, November	Day er 10th Day ber 8th ay er 11th	23 30 S 6 13 20 27	31 M 7 14 21 28	25 NOV T 1 8 15 22 29 DEC	26 W 2 9 16 23 30 EME	27 BER Th 3 10 17 24 BER	F 4 1 1 18 25	5 12 19 26
24 S 1 8 15 22 29	25 M 2 9 16 23 30	26 T 3 10 17 24 31	27 MAY W 4 11 18 25 JUNE W	28 Th 5 12 19 26 Th	F 6 13 20 27	30 S 7 14 21 28	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D Friday, November	Day er 10th Day ber 24th	23 30 S 6 13 20 27	31 M 7 14 21 28	25 NOV T 1 8 15 22 29 DEC	26 W 2 9 16 23 30 EME	27 BER Th 3 10 17 24 BER Th	F 4 1 1 18 25 F	5 12 19 26
24 S 1 8 15 22 29 S 5 12	25 M 2 9 16 23 30 M	26 T 3 10 17 24 31	27 MAY W 4 11 18 25 JUNE W	28 Th 5 12 19 26 Th 2	F 6 13 20 27 F 3	30 S 7 14 21 28 S 4	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D Friday, Novembe Thanksgiving Thursday, Novembe	Day er 10th Day ber 24th Day	23 30 S 6 13 20 27	31 M 7 14 21 28	25 NOV T 1 8 15 22 29 DEC T	26 W 2 9 16 23 30 EME	27 BER Th 3 10 17 24 BER Th 1	F 4 1 1 18 25 F 2	5 12 19 26 S
24 S 1 8 15 22 29 S	25 M 2 9 16 23 30 M	26 T 3 10 17 24 31 T	27 MAY W 4 11 18 25 JUNE W 1 8	28 Th 5 12 19 26 Th 2 9	F 6 13 20 27 F 3 10	30 S 7 14 21 28 S 4 11	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D Friday, Novembe Thanksgiving Thursday, Novembe Christmas D	Day er 10th By ber 8th ay er 11th Day ber 24th Day er 25th	23 30 S 6 13 20 27 S	31 M 7 14 21 28 M	25 NOV T 1 8 15 22 29 DEC T	26 W 2 9 16 23 30 EME W	27 3 10 17 24 BER Th 1 8	F 4 1 1 18 25 F 2	5 12 19 26 S 3 10
24 S 1 8 15 22 29 S 5 12	25 M 2 9 16 23 30 M 6 13	26 T 3 10 17 24 31 T 7 14	27 MAY W 4 11 18 25 JUNE W 1 8 15	Th 5 12 19 26 Th 2 9 16	F 6 13 20 27 F 3 10 17	30 S 7 14 21 28 S 4 11 18	Columbus D Monday, Octobe Election Da Tuesday, Novem Veteran's D Friday, Novembe Thanksgiving Thursday, Novemb Christmas D Sunday, Decemb	Day er 10th By ber 8th ay er 11th Day ber 24th Day er 25th	23 30 S 6 13 20 27 S 4 11	31 M 7 14 21 28 M 5 12	25 NOV T 1 8 15 22 29 DEC T 6 13	26 W 2 9 16 23 30 EME W	27 BER Th 3 10 17 24 BER Th 1 8 15	F 4 1 1 18 25 F 2 9 16	5 12 19 26 S 3 10