Title: Scheduled Holiday & Closure Policy – New York & District of Columbia
Effective Date: January 1, 2018
Supersedes: November 16, 2017
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy applies to Scheduled Holidays and Closures at New York University-New York and Washington, D.C. (collectively, “the University”).

To Whom the Policy Applies

This Policy covers Administrators and Professionals and Professional Research Staff at the University (hereinafter, “covered employees”).

Regarding New York University-New York, this Policy does not apply to employees covered by a collective bargaining agreement (“CBA”). Such employees should refer to the applicable CBA.

Faculty are not covered under this Policy, and should consult with the appropriate chairperson or dean and/or refer to the Faculty Handbook for any applicable policies.

Policy and Procedures

Unless otherwise provided under the terms of this Policy or any other applicable University policies: (i) full-time covered employees shall receive paid time off, at their regular base pay, for scheduled holidays and closures, and (ii) part-time covered employees shall receive paid time off, at their regular base pay, based on the number of hours for which they were scheduled to work on the holiday or closure (hereinafter, “holiday pay”).

If a scheduled holiday or closure falls while a covered employee is on paid leave/time off, the employee will receive holiday pay, except where the paid leave/time off exclusively consists of statutory short-term disability, New York paid family leave, and/or worker’s compensation benefits, in which case the employee will receive the benefit rate under the applicable law.

A covered employee does not receive holiday pay for scheduled holidays or closures that occur during an unpaid leave. If a scheduled holiday or closure falls on the first working day after the scheduled expiration date of a covered employee’s unpaid leave, the employee also does not receive holiday pay.

Holiday Calendar. For the list of scheduled holidays and closures, click here.