EINSTEIN AMENDED HOLIDAY SCHEDULE FOR CALENDAR YEAR 2015

Election Day

Full-time, Einstein employees who are eligible to vote and are scheduled to work at least seven (7) hours on Election Day are eligible for up to two (2) hours off with pay on Tuesday, November 3, 2015. Part-time employees scheduled to work on Election Day are eligible for time off on a pro-rata basis. Time off should be scheduled in the morning or at the end of the day in order to minimize disruption to services. The scheduling of time off is based on operating needs and is, therefore, at the discretion of supervisory staff within each department.

Thanksgiving Break

The 2015 legal holiday schedule includes Thanksgiving Day (Thursday, November 26). In order to allow our employees to schedule more time with their family and friends and to reduce our staffing during a traditionally low activity period in many areas of the College, we have decided to close offices on Friday, November 27. Employees must designate this additional time off as a vacation, personal day (when eligible) or, if necessary, as unpaid time off. If you have any questions as to University policy, please contact yvonne.ramirez@einstein.yu.edu.

Sabbath Observance for Central Administration for 2015-2016

In observance of the Jewish Sabbath, all Central Administration offices will be officially closed at 4:00 pm. each Friday effective November 6, 2015 through March 11, 2016. All employees in Central Administration offices must compensate for the early Friday departure by shortened lunch hours, early arrivals, late departures or any combination thereof, subject to the approval of the department head. Those employees of the College who are observant of the Sabbath and need to leave earlier than 4:00 P.M. should be permitted to do so under the same terms as outlined above.