



New York Medical College Policy and Procedure Manual

Section: HUMAN RESOURCES	No. HR.305
	Date: June 22, 2011
Subject: HOLIDAYS AND EARLY CLOSINGS FOR RELIGIOUS OBSERVANCE	Page 1 of 6
	Supersedes: HR.305, May 11, 2011

I. Purpose

To establish and identify those days on the College's Valhalla Campus as paid holidays and for early closing for religious observance consistent with the Jewish tradition.

II. Scope

This policy applies to all College employed regular full-time and regular part-time faculty, staff and CBU employees on the Valhalla Campus as defined in this policy. Given the nature of the independent affiliation relationships and contracts, College employed faculty, staff and CBU based at Affiliated Hospitals, such as the Westchester Medical Center and Metropolitan Hospital Center, and Affiliated Ambulatory Care Programs such as the Westchester Institute of Human Development will observe the Holiday schedule established by the particular administration of such affiliate.

III. Definition

- A. Holidays - Days of religious or historic importance identified by the College exempting employees from work.
- B. CBU - (Collective Bargaining Unit)- Union represented employees except for security employees and student housing employees, whose respective collective-bargaining agreements shall control.

IV. Policy

It is the policy of New York Medical College to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday legally observed, with the exception of Jewish holy days that fall on a weekend or other holiday. It is also the policy of New York Medical College to close early on the eve of the Jewish Sabbath and Jewish holy days.

V. Effective Date

Issued By:

Approved By:

The effective date of this policy is May 25, 2011.

VI. Procedure

- A. A schedule of holidays to be observed during each calendar year will be published by the Associate Vice President of Human Resources prior to the beginning of the year, including:

New Year's Day	January 1 or date legally celebrated
Martin Luther King	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Friday before Easter Sunday
Passover-first days*	Days 1 and 2
Passover-final days*	Days 7 and 8
Memorial Day	4th Monday in May
Shavuot*	Days 1 and 2
Independence Day	July 4 or date legally celebrated
Labor Day	1st Monday in September
Rosh Hashanah*	Days 1 and 2
Yom Kippur*	
Succoth-first days*	Days 1 and 2
Succoth-final days*	Days 8 and 9
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25 or date legally celebrated

* Primary Jewish holy day – early closing on preceding eve.

B. Administrative Guidelines on Sabbath and primary Jewish Holy Days

1. **Administrative and Departmental Offices of New York Medical College closing on the Valhalla Campus.**

The administrative and departmental offices of NYMC on the Valhalla Campus are officially closed on the Jewish Sabbath and on primary Jewish Holy Days as set forth in this policy. On Fridays and the eves of primary Jewish holy days, the College closes no later than 3 p.m. from October 1 through March 31 (although some service departments will continue to operate until 4 p.m.) and at 5 p.m. from April 1 through September 30.

On these days, there will be no administrative office hours; shipping and receiving (other than standing special arrangements that may be arranged with UPS and FedEx and approved by the President; routine maintenance; or specifically-scheduled housekeeping.

NYMC may not fund any services performed on these days. There will be no official NYMC events on the Sabbath or primary Holy Days. Such events including faculty meetings, symposia and official student club events.

2. Access

When the College's administrative and departmental offices on the Valhalla Campus are officially closed for the Sabbath or primary Jewish Holy Days, there will be no special restriction on access to College's campus facilities. Subject to administrative/security policies, access will be available to administrative or faculty offices, labs, faculty practice offices (assuming the practice is incorporated separately from NYMC), student gym and laundry facilities, parking and library reading areas. Library circulation and terminals will not be available. At least one door in the Basic Sciences Building will be designated for limited non-electronic-key access to enable Sabbath-related-observant access.

3. Student Housing

These policies do not affect students in their housing on the Valhalla Campus. All residents of student housing, however, are encouraged to be sensitive to the observances of their Sabbath-observing neighbors.

4. Faculty and Administrative Staff at Affiliated Hospitals and Affiliated Ambulatory Care Programs.

Faculty and administrative staff employed by the College at Affiliated Hospitals such as the Westchester Medical Center and Metropolitan Hospital Center, and Affiliated Ambulatory Care Programs, such as the Westchester Institute for Human Development, will follow the applicable Affiliate's holiday calendar given the nature of the independent affiliation relationships and contracts.

5. Clerkships, electives and other internships

This policy will be conveyed to clinical sites and the College's site directors will assist observant Jewish students in working out mutually satisfactory arrangements with the clinical sites and relevant practice heads. The Office of Student Affairs of the College's School of Medicine and the respective Office of the Dean of the School of Health Sciences and Practice and the Graduate School of Basic Medical Sciences will work out similarly accommodation on appropriate holidays for observant students of other faiths.

6. Residency Programs

Although this policy does not apply to these programs, which are funded by clinical sites and not by New York Medical College, this policy will be conveyed to clinical sites and the College will strive to make affiliated residency programs Sabbath-observer friendly.

7. Internet and Emergency Technical Support

The NYMC internet network will remain operational. A special process, if needed, for reporting and repairing outages on the Sabbath and primary Jewish Holy Days will be developed.

8. Security and Maintenance on the NYMC Valhalla Campus.

Whenever the administrative and departmental offices of the College are officially closed, Security will continue to be provided on a 24/7 basis. In addition, a maintenance crew will be available to handle emergency repairs, snow removal, etc.

9. Comparative Medicine Facility

Whenever the administrative and departmental offices of the College are officially closed, regular feeding and basic care of live animal is permitted.

10. Cafeteria and Bookstore

The cafeteria and the bookstore will be closed whenever the administrative and departmental offices at Valhalla campus are closed.

C. Work hours During Early Closing

During early closing months from October 1 through March 31, the regular workday for employees in the administrative and department offices of NYMC, but not including employees in the Facilities and Security Departments, and the Comparative Medicine Facility, shall begin as follows:

- For employees who regularly begin at 9:00 a.m., at 8:30 a.m., Tuesday through Friday.
- For employees who regularly begin at 8:30 a.m., at 8:00 a.m., Wednesday through Friday.
- For employees who regularly begin at 8:00 a.m., at 7:30 a.m., Thursday and Friday.

There is no change in the regular work day for early closing from April 1 to September 30.

D. Employee Groups eligible for Holiday Pay

1. Temporary employees and employees on unpaid leaves of absence or on lay-off are not eligible to receive holiday pay.
2. Regular full-time employees are eligible to receive their regular full-time rate of pay for each observed holiday.
3. Regular part-time employees are eligible to receive pro-rated pay for each observed holiday.

E. To receive holiday pay

An eligible employee must be at work, or on an authorized paid absence, or at work on the work days immediately preceding and immediately following the day on which the holiday is observed. An exception may be made for regular part-time employees based on the days/hours worked. If an employee is absent on one or both of these days because of an illness or injury, the College reserves the right to verify the reason for the absence before approving holiday pay.

F. If a holiday occurs during an employee's vacation period

If a holiday occurs during an employee's vacation period, the employee will be given an additional day of paid vacation. This day may be taken at the beginning or end of the employee's vacation period, or as an additional vacation day at another time during the year, as long as the Supervisor's prior approval is obtained. If a holiday occurs during an employee's normal day off, the employee will be given an additional day's pay or an additional day off within 30 days.

G. A non-exempt or CBU employee who works on a holiday.

A non-exempt or CBU employee who works on a holiday will receive pay at the rate of one and one half (1 1/2) times for the actual hours worked (including normal overtime hours). In addition, the non-exempt employee may receive the holiday pay or another day off with pay to be taken within the month the holiday occurred and the CBU employee may receive the holiday pay or another day off with pay within 30 days of the holiday.

VI. Responsibilities

A. Supervisors/Administrators

Comply with the provisions of this policy regarding holiday schedules, early closings and modified work schedule during early-closing months and recording on the timesheets, in accordance with this policy.

B. Human Resources Department

1. Develop the annual holiday schedule for administrative review and approval.
2. Issue the annual holiday schedule on the NYMC College website.
3. Provide advice and guidance with respect to the interpretation and administration of this policy, and consult with the Consultative Committee on Jewish Affairs regarding the Sabbath and primary Jewish Holy Days.

C. Consultative Committee on Jewish Affairs

1. Review and approve the holiday calendar submitted by the Associate VP of Human Resources.
2. Provide advice and guidance with respect to the interpretation and administration of this policy as necessary.