

PERSONNEL SERVICES BULLETINS (PSBs)

440-2

Subject: Observance of Public Holidays

Supersedes: Personnel Services Bulletin No. 440-2R dated June 30, 1997

Source: 2001-2021 Citywide Agreement; Mayor's Personnel Order 2022/1, DC37 Juneteenth Letter Agreement

Date: June 7, 2022

Policy

A. The following are the thirteen regular paid holidays observed by the City:

Holiday	Date Observed
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
* Lincoln's Birthday	February 12 (Floating Holiday)
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day	Tuesday following the first Monday in November
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

** Only employees hired before 7/1/2004 are eligible for this holiday.*

When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. However, when an agency head deems it necessary to keep facilities open on both Monday and Friday, employees may be scheduled to take time off on either the Monday or Friday. Pursuant to the Citywide Agreement, when either the holiday, or the day designated for observance, occurs on an employee's scheduled day off, and the employee does not work on such day, the employee shall be entitled to one compensatory day off in lieu of the holiday.

- B. Employees hired prior to July 1, 2004, who are covered by the Citywide Agreement, serving in original jurisdiction positions, or covered by the "Leave Regulations for Management Employees" are entitled to one floating holiday in each calendar year during which the employee is in active pay status with the employer prior to Lincoln's Birthday of such calendar year, subject to the following conditions:
1. The floating holiday shall be taken at the employee's discretion, subject to the needs of the employing agency. Employees must request to use the floating holiday at least 30 days in advance.
 2. The day of observance for employees of Mayoral agencies assigned to the Department of Education facilities shall be on the day set by the Board.
 3. Once a floating holiday request has been approved, the approval may not be rescinded except by the agency head or the Chief of Personnel in the Police Department, as applicable. If an employee who is covered by the Citywide Agreement, or serving in an original jurisdiction position, is required to work on a floating holiday once the request for it has been approved, the employee shall receive a fifty percent cash premium for all regularly scheduled hours worked on the floating holiday and shall, in addition, receive compensatory time off at the employee's regular rate of pay. If an employee who is covered by the "Leave Regulations for Management Employees" is required to work on the floating holiday once the request for it has been approved, the employee's new request to use the floating holiday must be made at least five (5) working days in advance, and approval shall not be unreasonably denied.
 4. The floating holiday must be used in the calendar year in which it is earned and may not be carried over to a succeeding year or cashed out upon separation of service. If the agency head calls upon an employee not to take the floating holiday by the end of the calendar year, the floating holiday shall be carried over to the following calendar year only.
 5. For employees assigned to perform work at facilities which are normally closed on Lincoln's Birthday, Lincoln's Birthday shall continue to be observed on February 12 as a regular holiday. Floating holiday provisions do not apply under these circumstances.
- C. Employees in certain titles covered by the Citywide Agreement do not receive all of the holidays stated above. Agencies should check the applicable collective bargaining unit agreement and the annually issued FISA-OPA Holiday Calendar table User Bulletin for more information.
- D. Subject to the provisions of the Public Officers Law, Section 63, veterans are entitled to leaves of absence with pay for Memorial Day and Veterans Day.

E. Please note that Appendix A of the Citywide Agreement lists the titles that are covered by that Agreement. Uniformed forces titles, prevailing rate titles and other non-Citywide covered civilian titles have their own holiday rules which can be found in their individual unit agreements or Consent Determinations.

Dawn M. Pinnock
Commissioner

Inquiries: Contact Citywide Personnel Policy at cpp@dcas.nyc.gov