




Office of the Senior Vice Chancellor
for Labor Relations

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By E-mail

MEMORANDUM

To: College Labor Designees
College Human Resources Directors
University Payroll
College Payroll Officers

From: Carmelo Batista, Jr. 
University Executive Director of Classified Staff Labor Relations

Subject: **2022-2023 Holiday Compensation Guidance Memorandum (Christmas Eve, Christmas Day, New Year's Eve 2022, New Year's Day 2023, and Lincoln's Birthday)**

Date: October 4, 2022

The following memorandum is being provided as guidance to the colleges regarding how to apply the holiday compensation benefit for employees in the Blue and White Collar Unit, and for employees in Section 220 skilled trade titles, who are assigned to work on the following holidays:

Holiday

To Be Observed On

Christmas Eve (Saturday, December 24, 2022)

Observed day Friday, December 23, 2022, for employees in Blue and White Collar titles; not applicable for skilled trade titles; and observed on the actual day, Saturday, December 24, 2022, for employees in Theatre titles.

Christmas Day (Sunday, December 25, 2022)

Observed day Monday, December 26, 2022, for employees in Blue and White Collar titles and skilled trade titles; and observed on the actual day, Saturday, December 25, 2022, for employees in Theatre titles.

| | |
|--|---|
| New Year's Eve (Saturday, December 31, 2022) | Observed day Friday, December 30, 2022, for employees in Blue and White Collar titles; not applicable for skilled trade titles; and observed on the actual day, Saturday, December 31, 2022, for employees in Theatre titles. |
| New Year's Day (Sunday, January 1, 2023) | Unscheduled holiday for employees in Blue and White Collar titles; observed day Monday, January 2, 2023, for employees in skilled trade titles; and observed on the actual day, Sunday, January 1, 2023, for employees in Theatre titles. |
| Lincoln's Birthday (Sunday, February 12, 2023) | Observed day Monday, February 13, 2023, for Blue and White Collar titles and skilled trade titles (not applicable for the skilled trade Laborer title, and unscheduled holiday for employees in the Electrician title series); and not applicable for Theatre titles. |

Please refer to the attached charts for the method of payment for any classified staff employee who works on the holidays indicated above.

Holiday Compensation Application Nuances:

Blue and White Collar Titles

- Blue and White Collar Unit employees who work on the actual holiday (e.g., Christmas Eve, December 24, 2022; Christmas Day, December 25, 2022; New Year's Eve, December 31, 2022; and Lincoln's Birthday, February 12, 2023), should receive the holiday premium pay and a compensatory day off.
- Blue and White Collar Unit employees will receive an unscheduled holiday for New Year's Day (Sunday, January 1, 2023). If the aforementioned employees work on New Year's Eve, January 1, 2023, (e.g., regular work day or regular day off), they should receive holiday premium pay and the designated unscheduled holiday or a compensatory day off, not both.
- There is no holiday premium pay for Blue and White Collar Unit employees scheduled to work on the "observed holiday" (e.g., December 23, 2022; December 26, 2022; and December 30, 2022). For working on the observed holiday, these employees will be entitled to receive a compensatory day only.
- For those employees assigned to work the actual holiday on their regular day off, they shall be entitled to receive holiday premium pay and a compensatory day off (or the designated unscheduled holiday).
- For those employees assigned to work the "observed holiday" on their regular day off, they

shall be entitled to receive overtime pay and a compensatory day off. Please note that Article VII (Holidays, Holiday Premium and Shift Differential), Sections 4 through 8 of the Blue and White Collar Unit Agreements cover the various nuances with respect to the contractual application of holiday pay. **[Please refer to Chart IB for employees who work both the actual holiday and the observed day, and Chart IC for employees who work one day, either on the actual holiday or the observed day]**. Inasmuch as the aforementioned holidays fall and will be observed on the “actual” or “observed” days, the attached charts for Blue and White Collar and Skilled Trade employees have been simplified for 2022-2023.

Skilled Trade Titles

Please note that Christmas Eve and New Year’s Eve are not paid holidays for skilled trade title employees.

For employees in skilled trade titles, the Christmas Day holiday will be observed on Monday, December 26, 2022, New Year’s Day holiday will be observed on Monday, January 2, 2023, and Lincoln’s Birthday will be observed on Monday, February 13, 2023. Employees in skilled trade titles who work on December 26, 2022, January 2, 2023, or February 13, 2023, shall receive holiday premium pay in accordance with their respective NYC Comptroller’s Consent Determination, if applicable.

Moreover, employees in skilled trade titles who are required to work on Sunday, December 25, 2022 (Christmas Day), Sunday, January 1, 2023 (New Year’s Day), or Sunday, February 12, 2023 (Lincoln’s Birthday) shall be paid either the Sunday rate of pay or the overtime rate of pay, whichever is applicable, as set forth in their respective NYC Comptroller’s Consent Determination.

Note #1: Lincoln’s Birthday (February 12, 2023) is not a paid holiday for the Laborer skilled trade title (refer to 2022-2023 CUNY Employee Holiday Chart for more information).

Note #2: Lincoln’s Birthday (February 12, 2023) is longer a paid holiday, and it is now an unscheduled holiday for Electrician skilled trade title series (refer to 2022-2023 CUNY Employee Holiday Chart for more information).

Please refer to Chart II for employees in skilled trade titles. I have also enclosed the Rate Chart “CUNY Labor Law Section 220” used by CUNY’s Senior Colleges indicating the amount of the premium pay for holiday work. **Moreover, please note that CUNY’s longstanding practice of compensating employees in the skilled trade titles of Elevator Mechanic and Supervisor Mechanics, with compensatory time in lieu of cash for working on a holiday has been discontinued.** Employees in these skilled trade titles working on a holiday will be entitled to the cash compensation provisions contained in their respective NYC Comptroller’s Consent Determinations.

Theatre Technician Titles

Designated full-time employees in CUNY’s Theatre Technician titles series who work on the actual holiday (e.g., December 24, 2022, December 25, 2022, December 31, 2022, and January 1, 2023), should receive holiday premium pay (i.e., time and one-half (1.5x) for the hours worked, plus payment for the holiday (1x) in cash).

Hourly employees in CUNY's Theatre Technician titles series **who work** on the actual holiday should receive holiday premium pay (i.e., time and one-half (1.5x) for the hours worked only.) Hourly employees in CUNY's Theatre Technician titles series **who do not work** on the actual holiday will not be paid for the holiday.

Should you have any questions, please feel free to contact me at (646) 664-2978 or Ms. Fanny Zou of my staff at (646) 664-2984.

Thank you for your attention to this matter.

Holiday22

c: SVC Pamela S. Silverblatt
VC Doriane K. Gloria
Mr. Steven Snyder
Ms. Laura Blank
Mr. Michael T. Hewitt
Ms. Annmarie Baldelli
Mr. Siva Sivasingam
Mr. Ludwig Vouitsis
Mr. James Cinquegrana
Mr. Joseph Berry
Ms. Shakira Cephas
Mr. Jeffrey Ratliff
Mr. Matthew Manfredi
Ms. Yvonne Rodriguez
Ms. Talin Spenjian
Mr. Marc Ragovin
Mr. Eric Carr

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Mr. Chester Green
Mr. Goher Murtaza
Ms. Dara Falco
Mr. Felix Arocho
Mr. Gregory Brown
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Ms. Rubina Shafi
Mr. William L. Tomlin, OSC
Ms. Denise Shoddy, OSC
Ms. Lindsay Scott, OSC
Ms. Samantha Armentano, OSC
Ms. Jennifer Corbett, OSC
Ms. Anastasia Strokes, OSC
Ms. Evelyn Rosario, OPA
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**COMPENSATION FOR OBSERVED HOLIDAYS IN 2022 - 2023
NEW YEAR'S DAY (2023)**

BLUE AND WHITE COLLAR TITLES

| CHART I | | | |
|---|--------|--------------------|---|
| Use this chart when an employee works on the actual holiday. | | | |
| Date | | RSWD or RDO | Compensation |
| Actual Holiday | 1/1/22 | RSWD | Base + 50% + comp. day (or unscheduled holiday) |
| Actual Holiday | 1/1/22 | RDO/Work | 150% + comp. day (or unscheduled holiday) |

| CHART IA | | | |
|---|--------|--------------------|--|
| Use this chart when an employee does not work on the actual holiday. | | | |
| Date | | RSWD or RDO | Compensation |
| Actual Holiday | 1/1/22 | RSWD/Off | If the employee is not assigned to work or if the employee opts to take the day off with supervisor approval. (Employee needs to use annual leave/compensatory time/Unscheduled Holiday to cover RSDW/Off) |
| Actual Holiday | 1/1/22 | RDO | No additional pay |

RDO = Regular day off
 RSWD = Regular scheduled work day
 Base = daily rate, already in normal biweekly rate
 Comp. day = compensatory day off with pay

Blue Collar Titles

Assistant Principal Custodial Supervisor
 Campus Peace Officer
 Campus Public Safety Sergeant
 Campus Security Assistant
 Campus Security Officer
 City Custodial Assistant
 College Security Specialist
 CUNY Custodial Assistant
 Custodial Assistant
 Custodial Supervisor
 Custodial Supervisor (CUNY)

Elevator Operator
 Elevator Starter
 Exterminator
 Gardener
 Motor Vehicle Operator
 Principal Custodial Supervisor
 Principal Park Supervisor
 Senior Custodial Supervisor
 Stock Worker
 Supervisor
 Supervisor of Stock Workers

COMPENSATION FOR OBSERVED HOLIDAYS IN 2022 - 2023
CHRISTMAS EVE, CHRISTMAS DAY, NEW YEAR'S EVE, AND LINCOLN'S BIRTHDAY

BLUE AND WHITE COLLAR TITLES

| CHART IB | | | | | | |
|---|---------------------------|---------------------------|---------------------------|-------------------------|---------------------------|---|
| Use this chart when an employee works both the actual holiday and the day of observance. | | | | | | |
| Date | | | | | RSW or RDO | Compensation |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RSWD | Base + 50% + Comp. Day |
| Observed Holiday | | | | | RSWD | Base Pay |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO | 150% + Comp. Day |
| Observed Holiday | | | | | RSWD | Base Pay |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RSWD | Base + 50% + Comp. Day |
| Observed Holiday | | | | | RDO | Pay as OVERTIME (Straight time to 40 hours. Time and a half after 40 hours on payroll) |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO | 150% + Comp. Day |
| Observed Holiday | | | | | RDO | Pay as OVERTIME (Straight time to 40 hours. Time and a half after 40 hours on payroll) |

RSWD = Regular scheduled work day

RDO = Regular day off

Comp. day = compensatory day off with pay

Base = daily rate, already in normal biweekly rate

150% = same as time and a half. It is written in this manner to distinguish from work on a regularly scheduled work day where "time" is covered by normal bi-weekly pay.

Blue Collar Titles

Assistant Principal Custodial Supervisor
 Campus Peace Officer
 Campus Public Safety Sergeant
 Campus Security Assistant
 Campus Security Officer
 City Custodial Assistant
 College Security Specialist
 CUNY Custodial Assistant
 Custodial Assistant
 Custodial Supervisor
 Custodial Supervisor (CUNY)

Elevator Operator
 Elevator Starter
 Exterminator
 Gardener
 Motor Vehicle Operator
 Principal Custodial Supervisor
 Principal Park Supervisor
 Senior Custodial Supervisor
 Stock Worker
 Supervisor
 Supervisor of Stock Workers

COMPENSATION FOR OBSERVED HOLIDAYS IN 2022 - 2023
CHRISTMAS EVE, CHRISTMAS DAY, NEW YEAR'S EVE, AND LINCOLN'S BIRTHDAY

BLUE AND WHITE COLLAR TITLES

| CHART IC | | | | | | |
|---|---------------------------|---------------------------|---------------------------|-------------------------|--------------------|---|
| Use this chart when an employee works one day either on the actual holiday or the day of observance. | | | | | | |
| Date | | | | | RSWD or RDO | Compensation |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RSWD | Base + 50% |
| Observed Holiday | | | | | RSWD/Off | Base Pay |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RSWD/Off | Base Pay |
| Observed Holiday | | | | | RSWD | Base Pay |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO | No additional pay |
| Observed Holiday | | | | | RSWD | Comp. day |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO/Work | 150% |
| Observed Holiday | | | | | RSWD/Off | Base Pay |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RSWD | Base + 50% + Comp. Day |
| Observed Holiday | | | | | RDO | No additional pay |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO | No additional pay |
| Observed Holiday | | | | | RDO/Work | Pay as OVERTIME (Straight time to 40 hours. Time and a half after 40 hours on payroll) + Comp. day |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO/Work | 150% + Comp. Day |
| Observed Holiday | | | | | RDO | No additional pay |

RSWD = Regular scheduled work day

RDO = Regular day off

Comp. day = compensatory day off with pay

Base = daily rate, already in normal biweekly rate

150% = same as time and a half. It is written in this manner to distinguish from work on a regularly scheduled work day where "time" is covered by normal bi-weekly pay.

Blue Collar Titles

Assistant Principal Custodial Supervisor

Campus Peace Officer

Campus Public Safety Sergeant

Campus Security Assistant

Campus Security Officer

City Custodial Assistant

College Security Specialist

CUNY Custodial Assistant

Custodial Assistant

Custodial Supervisor

Custodial Supervisor (CUNY)

Elevator Operator

Elevator Starter

Exterminator

Gardener

Motor Vehicle Operator

Principal Custodial Supervisor

Principal Park Supervisor

Senior Custodial Supervisor

Stock Worker

Supervisor

Supervisor of Stock Workers

**COMPENSATION FOR OBSERVED HOLIDAYS IN 2022 - 2023
CHRISTMAS EVE, CHRISTMAS DAY, NEW YEAR'S EVE, AND LINCOLN'S BIRTHDAY**

BLUE AND WHITE COLLAR TITLES

| CHART ID | | | | | | |
|--|---------------------------|---------------------------|---------------------------|-------------------------|--------------------|---------------------|
| Use this chart when an employee is not scheduled to work either on the actual holiday or the day of observance. | | | | | | |
| Date | | | | | RSWD or RDO | Compensation |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO | No additional pay |
| Observed Holiday | | | | | RDO | Comp. day |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RSWD/ Off | Base pay |
| Observed Holiday | | | | | RDO | No additional pay |
| Actual Holiday | 12/24/22 & 12/23/22 | 12/25/22 & 12/26/22 | 12/31/22 & 12/30/22 | 2/12/23 & 2/13/23 | RDO | No additional pay |
| Observed Holiday | | | | | RSWD/ Off | Base pay |

RDO = Regular day off

RSWD = Regular scheduled work day

Base = daily rate, already in normal biweekly rate

Comp. day = compensatory day off with pay

Blue Collar Titles

Assistant Principal Custodial Supervisor
Campus Peace Officer
Campus Public Safety Sergeant
Campus Security Assistant
Campus Security Officer
City Custodial Assistant
College Security Specialist
CUNY Custodial Assistant
Custodial Assistant
Custodial Supervisor
Custodial Supervisor (CUNY)

Elevator Operator
Elevator Starter
Exterminator
Gardener
Motor Vehicle Operator
Principal Custodial Supervisor
Principal Park Supervisor
Senior Custodial Supervisor
Stock Worker
Supervisor
Supervisor of Stock Workers

**COMPENSATION FOR OBSERVED HOLIDAYS IN 2022 - 2023
CHRISTMAS DAY, NEW YEAR'S DAY (2023), AND LINCOLN'S BIRTHDAY**

SECTION 220 TITLES

| CHART II | | | |
|--|----------|--------------------|--|
| Use this chart when an employee is not scheduled to work the day of observance. | | | |
| Date | | RSWD or RDO | Compensation |
| Observed Holiday | 12/26/22 | RDO | 7 or 8 hours of Holiday payment at 1x (depending on title) |
| Observed Holiday | 12/26/22 | RSWD/Off | Base pay |
| Observed Holiday | 1/2/23 | RDO | 7 or 8 hours of Holiday payment at 1x (depending on title) |
| Observed Holiday | 1/2/23 | RSWD/Off | Base pay |
| Observed Holiday | 2/13/23 | RDO | 7 or 8 hours of Holiday payment at 1x (depending on title) |
| Observed Holiday | 2/13/23 | RSWD/Off | Base pay |

RSWD = Regular scheduled work day

RDO = Worked on regular day off

Base = Base pay, i.e. Daily Rate, already in normal biweekly salary

Section 220 Titles

Auto Mechanic, Auto Mechanic (CUNY)

Carpenter, Carpenter (CUNY), Supervisor Carpenter

Cement Mason

Electrician, Electrician's Helper, Supervisor Electrician (**Lincoln's Birthday, 2/12/23**)

(**Observance 2/13/23**) - unscheduled holiday for the Electrician title series)

Elevator Mechanic

High Pressure Plant Tender

Laborer (**Lincoln's Birthday, 2/12/23 (Observance 2/13/23)** - Not Applicable for the Laborer title)

Locksmith (CUNY)

Machinist

Maintenance Worker

Oiler, Oiler (CUNY)

Painter, Supervisor Painter

Plasterer

Plumber, Plumber's Helper, Supervisor Plumber

Roofer

Stationary Engineer (CUNY), Sr. Stationary Engineer (CUNY)

Steamfitter, Steamfitter's Helper

Supervisor of Mechanics

Thermostat Repairer, Supervisor Thermostat Repairer

**COMPENSATION FOR OBSERVED HOLIDAYS IN 2022 - 2023
CHRISTMAS DAY, NEW YEAR'S DAY (2023), AND LINCOLN'S BIRTHDAY**

SECTION 220 TITLES

| CHART IIA | | | |
|--|----------|--------------------|---|
| Use this chart when an employee works on the day of observance. | | | |
| Date | | RSWD or RDO | Compensation |
| Observed Holiday | 12/26/22 | RSWD | Base + Holiday Adjustment |
| Observed Holiday | 12/26/22 | RDO/Work | Highest of: (Straight time + Holiday Adjustment) or overtime |
| Observed Holiday | 1/2/23 | RSWD | Base + Holiday Adjustment |
| Observed Holiday | 11/2/23 | RDO/Work | Highest of: (Straight time + Holiday Adjustment) or overtime |
| Observed Holiday | 2/13/23 | RSWD | Base + Holiday Adjustment |
| Observed Holiday | 2/13/23 | RDO/Work | Highest of: (Straight time + Holiday Adjustment) or overtime |

RSWD = Regular scheduled work day

RDO = Worked on regular day off

Base = Base pay, i.e. Daily Rate, already in normal biweekly salary

Straight Time = Daily Rate

Section 220 Titles

Auto Mechanic, Auto Mechanic (CUNY)

Carpenter, Carpenter (CUNY), Supervisor Carpenter

Cement Mason

Electrician, Electrician's Helper, Supervisor Electrician (**Lincoln's Birthday, 2/12/23**)

(**Observance 2/13/23**) - **unscheduled holiday for the Electrician title series**)

Elevator Mechanic

High Pressure Plant Tender

Laborer (**Lincoln's Birthday, 2/12/23 (Observance 2/13/23)** - **Not Applicable for the Laborer title**)

Locksmith (CUNY)

Machinist

Maintenance Worker

Oiler, Oiler (CUNY)

Painter, Supervisor Painter

Plasterer

Plumber, Plumber's Helper, Supervisor Plumber

Roofer

Stationary Engineer (CUNY), Sr. Stationary Engineer (CUNY)

Steamfitter, Steamfitter's Helper

Supervisor of Mechanics

Thermostat Repairer, Supervisor Thermostat Repairer

**COMPENSATION FOR OBSERVED HOLIDAYS IN 2022 - 2023
CHRISTMAS DAY, NEW YEAR'S DAY (2023), AND LINCOLN'S BIRTHDAY**

SECTION 220 TITLES

| CHART IIB | | | | | |
|---|---------------|-------------|--------------|------------------------|---|
| Use this chart when an employee works both the actual holiday and the day of observance. | | | | | |
| Date | | | | RSWD or RDO | Compensation |
| Actual Holiday | 12/25/22 & | 1/1/23 & | 2/12/23 & | RSWD | Base + Sunday Adjustment (if any) [ex: normal Sunday compensation] |
| Observed Holiday | 12/26/22 | 1/2/23 | 2/13/23 | RSWD | Base + Holiday Adjustment |
| Actual Holiday | 12/25/22 & | 1/1/23 & | 2/12/23 & | RDO | Highest of: (Straight time + Sunday Adjustment) or Overtime |
| Observed Holiday | 12/26/22 | 1/2/23 | 2/13/23 | RSWD | Base + Holiday Adjustment |
| Actual Holiday | 12/25/22 & | 1/1/23 & | 2/12/23 & | RSWD | Base + Sunday Adjustment (if any) [ex: normal Sunday compensation] |
| Observed Holiday | 12/26/22 | 1/2/23 | 2/13/23 | RDO | Straight Time + Holiday Adjustment |
| Actual Holiday | 12/25/22 & | 1/1/23 & | 2/12/23 & | RDO | Highest of: (Straight time + Sunday Adjustment) or Overtime |
| Observed Holiday | 12/26/22 | 1/2/23 | 2/13/23 | RDO | Straight Time + Holiday Adjustment |

RSWD = Regular scheduled work day

RDO = Worked on regular day off

Base = Base pay, i.e. Daily Rate, already in normal biweekly salary

Straight Time = Daily Rate

Section 220 Titles

Auto Mechanic, Auto Mechanic (CUNY)
Carpenter, Carpenter (CUNY), Supervisor
Carpenter
Cement Mason
Electrician, Electrician's Helper, Supervisor
Electrician
Elevator Mechanic
High Pressure Plant Tender
Laborer
Locksmith (CUNY)
Machinist
Maintenance Worker

Oiler, Oiler (CUNY)
Painter, Supervisor Painter
Plasterer
Plumber, Plumber's Helper, Supervisor Plumber
Roofer
Stationary Engineer (CUNY), Sr. Stationary Engineer (CUNY)
Steamfitter, Steamfitter's Helper
Supervisor of Mechanics
Thermostat Repairer, Supervisor Thermostat Repairer

Note: Lincoln's Birthday, 2/12/23 (Observance 2/13/23) is not applicable for the Laborer title; and Lincoln's Birthday, 2/12/23 (Observance 2/13/23) is an unscheduled holiday for the Electrician title series.