

Montclair State University

And

CWA Local 1031


Modified Work Schedules – Day After Thanksgiving and Winter Holiday Break, 2011

The University will be closed on the day following Thanksgiving and four non-holiday work days between Christmas and New Years, 2011 (December 27-30th). In order to cover these five work days, CWA employees assigned a 35-hour workweek shall work a modified schedule on the three holidays set forth below on which classes are in session. Further, the lunch period on these three holidays shall be one-half hour long and breaks will be eliminated on these days.


Columbus Day	8:15 a.m. to 4:30 p.m.	Lunch break = ½ hour, no breaks
Election Day	8:15 a.m. to 4:30 p.m.	Lunch break = ½ hour, no breaks
Veterans' Day	8:15 a.m. to 4:30 p.m.	Lunch break = ½ hour, no breaks

Hours worked on the aforementioned holidays by CWA unit permanent part-time employees with at least a 50% time schedule will also be credited as compensatory time at the rate of time and one half.


If sufficient compensatory time is not earned, the employee will be required to apply earned vacation or administrative leave time to cover the remaining requisite hours for the days on which the University will be closed.



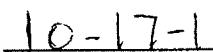
University Representative



Date



Union Representative



Date