Montclair State University

And

CWA Local 1031

Modified Work Schedule – Day After Thanksgiving and Winter Holiday Break, 2017

The University will be closed on the day following Thanksgiving and four non-holiday workdays between Christmas and New Years’ 2017 (Tuesday, December 26; Wednesday, December 27; Thursday, December 28; and Friday, December 29). In order to cover these five (5) workdays, CWA employees assigned a 35-hour workweek shall work a regular work day on the following modified holiday schedule:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Time</th>
<th>Lunch Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbus Day</td>
<td>8:15 a.m. – 4:30 p.m.</td>
<td>Lunch break = 30 minutes, no breaks</td>
</tr>
<tr>
<td>Election Day</td>
<td>8:15 a.m. – 4:30 p.m.</td>
<td>Lunch break = 30 minutes, no breaks</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>8:15 a.m. – 4:30 p.m.</td>
<td>Lunch break = 30 minutes, no breaks</td>
</tr>
</tbody>
</table>

If sufficient compensatory time is not earned, the employee may apply earned leave time, except sick leave, to cover the remaining requisite hours. If employees do not have sufficient time they may elect not to be compensated for the days on which the University will be closed.

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 time and one half.

All other terms and conditions of the CWA State Agreement shall remain in effect.

University Representative

[Signature]

8/9/17

Date

Union Representative

[Signature]

8-8-17

Date