

Montclair State University

And

CWA Local 1031

Modified Work Schedule – Day after Thanksgiving and Winter Break (2021)

The University will be closed on the day following Thanksgiving (11/26/2021) and four (4) non-holiday workdays between Christmas Day (observed 12/24/2021) and New Years' Day (observed 12/31/2021). The following days shall be designated as the Winter Break Schedule for 2021: Monday, December 27th; Tuesday, December 28th; Wednesday, December 29th; and Thursday, December 30th. In order to receive these five (5) total paid workdays, CWA employees assigned to a 35-hourworkweek shall work the following modified holiday schedule:

Holidays	Work Schedule	Lunch Period/Breaks
Columbus Day (Monday, October 11, 2021)	8:15AM – 4:30PM	* a 30-minute lunch period with no additional breaks
Election Day (Tuesday, November 2, 2021)	8:15AM – 4:30PM	* a 30-minute lunch period with no additional breaks
Veterans' Day (Thursday, November 11, 2021)	8:15AM – 4:30PM	* a 30-minute lunch period with no additional breaks

An employee may opt to apply compensatory and/or accrued leave time, except sick time, to cover the remaining hours. If an employee does not have sufficient compensatory time or leave time, they may elect to take the days on which the University will be closed as unpaid.

Permanent part-time CWA employees with at least a 50%-time schedule who work on Columbus Day, Election Day and/or Veterans' Day will be credited as compensatory time at the rate of time and one half.

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

Ziana Watson

Montclair State University
Representative

8/24/2021
Date

John Polk Sec/Treas

CWA, Local 1031
Representative

8/24/21
Date