2022 Amended Holiday Schedule

Election Day

Election Day this year is Tuesday, November 8, 2022. Early voting in New York started October 24, 2022, and runs through November 6, 2022. Full-time, Einstein employees who are registered to vote, may be granted up to two (2) hours off with pay to vote on Election Day or during the early voting period. Part-time employees scheduled to normally work on Election Day are eligible for time off with pay on a prorata basis. Time off should be scheduled either at the beginning or the end of a workday, as determined by the employee’s supervisor, unless otherwise mutually agreed. Employees who need time off to vote should provide, in writing, to their supervisor notice of their intent to utilize this leave.

Please refer to page 31 of Einstein’s Employee Handbook for additional information on Einstein’s Voting Policy.

1199 staff members may also refer to the collective bargaining agreement for information on voting leave.

Thanksgiving Weekend

Einstein will normally operate on a skeleton schedule on the day after Thanksgiving (Friday, November 25). What this means is that staff may work with their departments to take this time off on November 25 by working a flexible schedule and making up the time at any time prior to the Thanksgiving holiday break or during the week following the holiday break. Staff wishing to work on November 25 may do so by advising their departments promptly.

Sabbath Observance for Central Administration for 2022-2023

In observance of the Jewish Sabbath, all Central Administration offices will be officially closed at 4:00 p.m. each Friday effective November 11, 2022, through March 10, 2023. During this period, employees in Central Administration offices must compensate for the early Friday departure during the same work week by shortened lunch hours, early arrivals, late departures, or any combination thereof, subject to the approval of the department head. Those employees of the College of Medicine who are observant of the Sabbath and need to leave earlier than 4:00 p.m. should be permitted to do so under the same terms as outlined above.