



2023 Amended Holiday Schedule

Election Day

Election Day is November 7, 2023. Early voting in New York will start October 28, 2023 and runs through November 5, 2023. 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. Time off should be scheduled either at the beginning of or the end of a workday, as determined by the employee's supervisor, unless otherwise mutually agreed. Employees who need time off to vote must make the request [in writing](#), to their supervisor for approval no less than two (2) working days' before the requested time off.

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 24). What this means is that staff may work with their departments to take this time off on November 24, 2023 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 24, 2023 may do so by advising their departments promptly.

Sabbath Observance for Central Administration for 2023-2024

In observance of the Jewish Sabbath, all Central Administration offices will be officially closed at 4:00 p.m. each Friday effective November 10, 2023, through March 8, 2024. 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.