



2020 Amended Holiday Schedule

Election Day

Election Day this year is Tuesday, November 3, 2020. Early voting in New York starts October 24, 2020 and runs through November 1, 2020. Full-time, Einstein employees (excluding 1199 staff members) who are registered to vote may be granted up to two (2) hours off with pay to vote. Part-time employees scheduled to work on Election Day are eligible for time off with pay on a pro-rata basis. Time off should be scheduled either at the beginning or the end of a shift, as determined by the employee's supervisor, unless otherwise mutually agreed. Employees who need time off to vote should provide their supervisor at least two (2) days' notice of their intent to take leave by submitting a [Voting Leave Request Form](#).

Please refer to Einstein's Employee Handbook for additional information on Einstein's Voting Policy as New York State's Election Law has recently changed.

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

Sabbath Observance for Central Administration for 2020-2021

In observance of the Jewish Sabbath, all Central Administration offices will be officially closed at 4:00 p.m. each Friday effective November 6, 2020 through March 12, 2021. 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.

Thanksgiving Holiday Weekend

We are pleased to inform you that the Office of the Dean has authorized two additional changes to our 2020 holiday calendar. In order for our staff to spend more time with their families and friends and to thank you for the outstanding support you have provided this year to our students and faculty, Einstein will close Wednesday, November 25, at 1:00 pm. The College will also close on Friday, November 27 except where operational needs require some limited coverage. Please consult with your department or supervisor to determine scheduling requirements.