

**Memorandum of Agreement (MOA)**  
**Between Montclair State University and CWA Local 1031**  
**(the Parties)**  
**Modified Work Schedule – Day after Thanksgiving and Winter Break 2024 -2026**

The University is closed on the day after Thanksgiving, and the four (4) non-holiday workdays between Christmas Day and New Years' Day ("Winter Break"). These dates are delineated in the Appendix below, Annual Closures and Holidays Observed 2024 – 2026.

**The Parties agree that:**

1. In order to receive pay for the days during which the University is closed (Day after Thanksgiving and Winter Break), members of the CWA professional staff assigned to a 35-hour workweek shall work the following modified holiday schedule and may accrue compensatory time at the rate of time and one-half:
  - a. Columbus Day – 8:15AM-4:30PM (30-minute lunch period with no additional breaks)
  - b. Election Day – 8:15AM-4:30PM (30-minute lunch period with no additional breaks)
  - c. Veterans' Day – 8:15AM-4:30PM (30-minute lunch period with no additional breaks)
2. An employee may opt to apply compensatory time and/or accrued paid time off, except sick time, to cover the remaining hours.
3. If an employee does not have sufficient compensatory time or paid time off to cover the Day after Thanksgiving and/or the Winter Break and the employee's unit has work that can be performed on the days that the University is closed, the employee may work on these days with prior supervisory authorization. If an employee's unit does not have work that can be performed on the aforementioned days, they will take those days as unpaid.
4. This MOA is subject to renegotiation in the event that any additional holidays are declared by the State of New Jersey and/or included in a new or amended collectively negotiated agreement.
5. 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.
6. Compensatory time earned through this MOA must be used by December 31st of each year, and shall not roll over.
7. This Agreement is entered into on a one-time non-precedential basis and does not otherwise alter nor supersede other agreements between Montclair State University and the CWA Local 1031.



Carly Hamilton, AVP ER/LR  
Montclair State University  
Representative

2/14/24

Date



David Vernon, VP of Human Resources  
Montclair State University  
Representative

2/14/24



CWA Local 1031  
Representative

2/14/24

Date

CWA Local 1031  
Representative

**Appendix: Annual Closures and Holidays Observed 2024 – 2026**  
Day after Thanksgiving and Non-Holiday Workdays

**Calendar Year 2024**

**Holidays Observed:**

Christmas Day – Wednesday, December 25, 2024

New Years' Day – Wednesday, January 1, 2025

**Non-Holiday Workdays Covered Include:**

11/29/2024

12/26/2024

12/27/2024

12/30/2024

12/31/2024

**Calendar Year 2025**

**Holidays Observed:**

Christmas Day – Thursday, December 25, 2025

New Years' Day – Thursday, January 1, 2026

**Non-Holiday Workdays Covered Include:**

11/28/2025

12/26/2025

12/29/2025

12/30/2025

12/31/2025

## **Calendar Year 2026**

### **Holidays Observed:**

Christmas Day – Friday, December 25, 2026

New Years' Day – Friday, January 1, 2027

### **Non-Holiday Workdays Covered Include:**

11/27/2026

12/28/2026

12/29/2026

12/30/2026

12/31/2026