



## YESHIVA UNIVERSITY HIGH SCHOOLS VACATION TIME (effective January 1, 2026)

The applicable office administrator for Yeshiva University High Schools (“YUHS”) will keep records of vacation time balances and usage for all their YUHS faculty and staff. To request vacation days, employees must submit their requests to their YUHS Principal at least seven (7) days ahead of time. Employees are not required to record their vacation time in the Banner time entry system. Employees should request any accounting of their available balances from their office administrator.

**Starting January 1, 2026, unused vacation days will no longer carry over into the following school year. However, as a one-time courtesy, any vacation time accrued and carried over from calendar year 2025 into 2026 will be tracked by the office administrator and may be used between January 1, 2026 and December 31, 2026. Any remaining carried-over vacation days not used by December 31, 2026 will be forfeited.**

Vacation Earnings for YUHS employees are as follows:

### **Summer:**

Summer schedule for Staff: Monday – Thursday in person 9:30 am - 3:30 pm. Fridays work remotely 9:30 am -12:30 pm

Vacation during summer: 10 vacation days (days do not roll over into the School Year)

Holidays: In addition to the vacation days listed above, the school will be closed and staff will be off on July 4 and Tisha B'av

### **School Year:**

School year schedule for Faculty and Staff: In person work and teaching while classes are in session

Vacation during school year: 3 vacation days (days do not roll over into the Summer)

Holidays: In addition to the vacation days listed above, the school will be closed and (unless otherwise required) employees will be off on the following days:



- Erev Rosh Hashana
- Rosh Hashana
- Erev Yom Kippur
- Yom Kippur
- Erev Sukkot
- Sukkot (Yom Tov and Chol Hamoed)
- Thanksgiving - Thursday and Friday
- Chanukah Vacation
- Winter Break
- President's Day
- Purim
- Erev Pesach
- Pesach (Yom Tov and Chol Hamoed)
- Erev Shavuot
- Shavuot
- Memorial Day