



New York State Public Health Corps Extended, Change to Standard Weekly, Overtime, and Holiday Hours Policies

Extended Hours Policy

All Fellows, the Public Consulting Group (PCG), Staffing Solutions Organization, and Host Organizations, including supervisors, are expected to abide by the weekly work hours as outlined in the Fellowship Plan and approved by the New York State Public Health Corps (NYSPHC). A Fellow may not work more hours in any given week than the amount of hours that is approved in their Fellowship Plan (weekly work schedules are either 35 or 37.5 or 40 hours per week). If a Fellow needs to work more than their regularly scheduled work hours the Fellow should first work with their supervisor to flex their schedule *within the workweek* (Monday – Sunday) so that they do not exceed their regular weekly hours. Fellows are not allowed to flex from one week to the next, as this runs the risk of working over 40 hours and going into an overtime situation.

For example, if a Fellow has an event on Saturday from 9am - 1pm (4 hours), the Fellow can work with their host organization supervisor to determine which day(s) works best to leave early or report late (can be 4 hours in one day or spread across several days within the same workweek) to lessen the risk of going over designated hours. If an event is cancelled and a Fellow has already flexed their time, Fellows may use the hours that they would have spent at the event to work on their Public Health Essentials or Building Expertise in Administration and Management (BEAM) coursework.

While it is not expected that any Fellow would need to work more hours in any given work week than the amount of weekly hours that was originally agreed upon and approved in the Fellowship Plan, should a critical need arise that would require a Fellow to work more than the amount of weekly hours approved, the Host Organization must obtain prior approval from the NYSPHC program and PCG in writing by following the prior approval process outlined below. Please note that Fellows will *not* be approved to work more than 40 hours in any given week.

Extended Hours Prior Approval Process

Requests for a Fellow to work more than the amount of weekly hours approved in the Fellowship Plan will be considered in exceptional circumstances only, and sufficient justification for why the additional hours are needed and why the Fellow is unable to flex their schedule to accommodate is required. All requests must be submitted by the supervisor via email to the Fellowship Placement Coordinator and PCG regional contact **at least one week in advance**. Requests must include:

- Requestor (Supervisor) Name:
- Host Organization:
- Fellow Name and Title:
- Details of what is being requested:
 - One-time request: # additional hours per week and timeframe
 - Recurring request: estimated # hours per week expected and timeframe

*(*This does not include a request to change the number of weekly work standard hours. To do that, please follow the instructions for “Change in Standard Work Hours” request included below)*

- Provide justification/explanation of why additional hours are needed and the duties to be performed. Please also explain why the Fellow is unable to flex their schedule to accommodate the need. As a friendly reminder, all duties must be covered under the approved Fellowship Plan.

Change in Standard Work Hours Approvals Process

Requests to change the number of weekly standard hours approved in the Fellowship Plan will be considered in exceptional circumstances only, and sufficient justification for why the change in hours is required. Host organization supervisors must complete the “Survey for Request to Change Fellow Hours”, which is accessible [here](#). This survey is applicable for an increase or decrease in weekly work hours, and includes: Supervisor, Host Organization, and Fellow name; current and proposed hours; and a justification section. All requests must be submitted by the supervisor. Once the survey has been submitted, NYSPHC will review your request and provide a response within one week. Until approval has been granted, the Fellow should only work the approved number of hours outlined in Fellowship Plan per week. No requests below 35 hours or above 40 hours will be approved. Final determination will be sent by NYSPHC via email to the Fellow, supervisor, and PCG regional contact. An updated Fellowship Plan reflecting the approved change in hours will also be sent to the supervisor and PCG.

Overtime Hours Policy

Fellows are not allowed to work overtime, which is defined as working over 40 hours in a workweek (Monday-Sunday). There are no exceptions for this policy.

Holiday Hours Policy

Fellows are not allowed to work on the following state-recognized holidays without prior approval:

- New Years Day (January 1, 2025 & January 1, 2026)
- Dr. Martin Luther King Jr. Birthday (January 20, 2025 & January 19, 2026)
- Presidents' Day (February 17, 2025 & February 16, 2026)
- Memorial Day (May 26, 2025 & May 25, 2026)
- Juneteenth (June 19, 2025 & June 19, 2026)
- Independence Day (July 4, 2025 & July 4, 2026)
- Labor Day (September 1, 2025)
- Columbus Day/Indigenous Peoples' Day (October 14, 2024 & October 13, 2025)
- Veterans Day (November 11, 2024 & November 11, 2025)
- Thanksgiving Day (November 28, 2024 & November 27, 2025)
- Christmas Day (December 25, 2024 & December 25, 2025)

Fellows who need to work on one of the above state-recognized holidays in order to fulfill their Fellowship duties must receive prior approval from their supervisor and PCG. Fellows should first obtain approval from their supervisor and then email their PCG regional contact, with their supervisor and regional FPC copied, for review and approval of their request.