



Time & Leave Benefits Summary – Part Time Classified Employees (White Collar and Blue Collar)

<p>Annual Leave</p>	<p>Hourly Employees accrue annual leave based on the number of hours worked bi-weekly, as set forth below:</p> <ul style="list-style-type: none"> • At the beginning of the employee’s 1st year - accrue 1 hour for every 15 hours worked • At the beginning of the employee’s 5th year - accrue 1 hour for every 11 hours worked <p>Employees in the titles of College Assistant, hourly Disability Accommodations Specialist and Sign Language Interpreter for the first three fiscal years (July 1 – June 30), annual leave may accrue but not be used until 500 work hours is reached.</p> <p>All other hourly employees eligible for annual leave accruals, who have completed the “one-time” initial required 500 assigned work hours once during a fiscal year (July 1 –June 30), may be permitted to use approved annual and/or sick leave as it accrues. A break in service requires another completion of 500 hours during the new fiscal year.</p> <p>Any annual leave balances should be used by the end of fiscal year (June 30). Unused annual leave will be paid out at the end of fiscal year up to the permissible contractual limit.</p>
<p>Holidays and Unscheduled Holidays</p>	<p>All Hourly employees are not eligible for paid Holidays or Unscheduled Holidays.</p> <p>Hourly employees covered by the Blue Collar Contract, and those in the White Collar contract in the titles: IT title series, Broadcast Associate, Nurse Practitioner, Staff Nurse and Disability Accommodations Specialist titles, who work on holidays, which would be observed by full-time employees in that title, are to be paid time-and-a-half in cash without additional compensatory time.</p> <p>See the Observed holiday schedule for full time employees on the “Employee Holiday and Annual Leave Periods” sheet: “Group 1 for White Collar, Group 2 for Blue Collar and Group 4 for Theater titles ” at http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Human-Resources/Holiday-Schedules</p>
<p>Temporary Disability (Sick) Leave</p>	<p>Hourly Employees accrue sick leave based on the number of hours worked bi-weekly, accruing 1 hour for every 20 hours worked.</p> <p>Sick leave balances not used by the end of the fiscal year will be carried over into the following fiscal year.</p> <p>Employees who are absent from work for more for 3 or more consecutive days due to illness are required to bring a note from their health care provider. Employees who are absent from work for more than 5 consecutive days due to illness must file Family Medical Leave Forms with the Human Resources Department. Employees may use 3 days of sick leave per year to care for an ill family member; defined as that contained in CUNY’s Family Medical Leave Act Policy which shall include son, daughter, spouse, registered domestic partner and parent.</p>



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Jury Duty	<p>Hourly employees who are required to serve on a jury, or are required to report to Court in person in response to a jury duty summons, or are required to report for jury examination, or to qualify for jury duty, are eligible for \$40 per day, up to three days.</p> <p>Submission of Certification of Jury Duty Service is required along with timesheet for time served to be honored.</p>
Timesheet	<p>Hourly Classified employees record their time daily on the time clock located in their building location. Timesheets are created by Human Resources and distributed to the employee for review, correction, and approval by the employee's supervisor on a biweekly basis.</p>