



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

<p>Annual Leave</p>	<p>Employees accrue annual leave monthly, based on years of service, as set forth below:</p> <table border="0"> <thead> <tr> <th><u>Completed Years of Service*</u></th> <th><u>Annual Allotment and Monthly Accrual Rate</u></th> </tr> </thead> <tbody> <tr> <td>Start – end of 4th year</td> <td>15 days per year/12 months = 1.25 days per month accrual</td> </tr> <tr> <td>Beginning 5th year – end of 7th year</td> <td>20 days per year/12 months = 1.667 days per month accrual</td> </tr> <tr> <td>Beginning 8th year – end of 14th year</td> <td>25 days per year/12 months = 2.084 days per month accrual</td> </tr> <tr> <td>Beginning 15th year+</td> <td>27 days per year/12 months = 2.250 days per month accrual</td> </tr> </tbody> </table> <p>*Staff Nurses and Nurse Practitioners accrue 20 days at the beginning of their employment through the end of their 7th year and then follow the accruals above for the 8th year and later.</p> <p>Maximum accrual is double the annual allotment.</p>	<u>Completed Years of Service*</u>	<u>Annual Allotment and Monthly Accrual Rate</u>	Start – end of 4 th year	15 days per year/12 months = 1.25 days per month accrual	Beginning 5 th year – end of 7 th year	20 days per year/12 months = 1.667 days per month accrual	Beginning 8 th year – end of 14 th year	25 days per year/12 months = 2.084 days per month accrual	Beginning 15 th year+	27 days per year/12 months = 2.250 days per month accrual
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<p>Holidays and Unscheduled Holidays</p>	<p>Regular holidays with pay and unscheduled holidays are listed on the “Employee Holiday and Annual Leave Periods” sheet: “Group 1 for White Collar and Group 2 for Blue Collar ” at http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Human-Resources/Holiday-Schedules</p> <p>Unscheduled holidays are allotted at the beginning of the leave year (September 1) and must be used by the end of the same leave year (August 31).</p> <p>The number of unscheduled holidays allotted for the year is listed on the Holiday Schedule. Newly hired employees receive a pro-rated amount of unscheduled holidays, based on their start date, during the first annual leave year of employment.</p>										
<p>Temporary Disability (Sick) Leave</p>	<p>Employees are allotted 12 days per year and accrue on a monthly basis. 12 days/12 months per year = 1.00 day per month accrual</p> <p>There is no maximum accrual.</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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<p>Dedicated Sick Leave Program and Catastrophic Sick Leave Bank Program</p>	<p>CUNY has established a Dedicated Sick Leave Program and Catastrophic Sick Leave Bank Program modeled after the programs promulgated by the City of New York. These programs are available to eligible full-time CUNY employees, who meet the eligibility criteria.</p> <p>See the link below for details: http://www2.cuny.edu/about/administration/offices/labor-relations/policies-other-resources/</p>
<p>Bereavement Leave</p>	<p>Employees may take up to 4 days for the death of an immediate family member as defined below:</p> <p>Immediate family shall be defined as spouse; natural, foster, or step parent; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister, natural, foster, or step child; grandchild; or any relative residing in the same household; the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the Domestic Partner residing in the same household.</p>
<p>Jury Duty</p>	<p>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, shall receive their regular salary during such absences provided that they remit to the University an amount equal to the compensation received by them, if any, for jury duty.</p> <p>Submission of Certification of Jury Duty Service is required along with timesheet for time served to be honored.</p>
<p>Compensatory Time</p>	<p>Earning and usage of compensatory time is scheduled by the Supervisor.</p> <p>The compensatory time must be used within 90 days of being earned, or will be added to the sick leave balance. There is no carryover of compensatory time from year to year.</p>



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<p>Lateness</p>	<p>Employees schedules are determined by your supervisor. You are expected to begin the work day or return from meals or break on time. Lateness of more than 6 minutes after the starting time will follow the lateness penalties below. Lateness penalties are deducted from annual leave or if you have no accrued annual leave, a payroll deduction will be made.</p> <p>If you are less than 7 minutes late, the time is not deducted from your annual leave, however, you are still considered late. You may be subject to further disciplinary action. A grace period of 1/10 of an hour (6 minutes of un-penalized lateness) per day will be allowed from starting time to allow for transit delays, elevator delays, extreme weather conditions, etc. Note this does not change the starting time. Lateness of more than 6 minutes shall be deducted from annual leave as follows:</p> <table border="0"> <thead> <tr> <th style="color: blue;">For lateness of:</th> <th style="color: blue;">The penalty</th> </tr> </thead> <tbody> <tr> <td>7-10 minutes</td> <td>15 minutes</td> </tr> <tr> <td>11-20 minutes</td> <td>30 minutes</td> </tr> <tr> <td>21-35 minutes</td> <td>45 minutes</td> </tr> <tr> <td>36-50 minutes</td> <td>1 hour</td> </tr> <tr> <td>51-1 hour 6 minutes</td> <td>1 hour 15 minutes</td> </tr> <tr> <td>1 hour 7 minutes or later</td> <td>Penalties listed above will be added to 1 hr. 15 min.</td> </tr> </tbody> </table> <p>Employees who swipe or sign in after the scheduled starting time five or more times a month, or who leave the job before the scheduled end of the shift, may be subject to penalties and disciplinary action. This standard is not intended to preclude action where other patterns of lateness prevail.</p> <p>Lateness caused by a verified major failure of public transportation, such as a widespread or total power failure of significant duration or other catastrophe of similar severity, shall be excused at the discretion of the University. Verified lateness caused by less severe transportation difficulties may be excused at the sole discretion of the Director of Human Resources.</p> <p>In accordance with the procedure of each college, employees are required to record their time upon arrival and departure from work. Employees may be required to record their time upon leaving for meal(s) and returning from meal(s). Failure to record time as required may be excused only by the Director of Human Resources. Such approval will be indicated by the Director of Human Resources' making and initialing the appropriate time entries.</p>	For lateness of:	The penalty	7-10 minutes	15 minutes	11-20 minutes	30 minutes	21-35 minutes	45 minutes	36-50 minutes	1 hour	51-1 hour 6 minutes	1 hour 15 minutes	1 hour 7 minutes or later	Penalties listed above will be added to 1 hr. 15 min.
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<p>Timesheet</p>	<p>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>														