



## Time & Leave Benefits Summary – Full-Time Classified Employees (White Collar)

<p><b>Annual Leave</b></p>	<p>Employees accrue annual leave monthly, based on years of service, as set forth below:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Completed Years of Service</u></th> <th style="text-align: left;"><u>Annual Allotment and Monthly Accrual Rate</u></th> </tr> </thead> <tbody> <tr> <td>Start – end of 4<sup>th</sup> year</td> <td>15 days per year/12 months = 1.250 days per month accrual</td> </tr> <tr> <td>Beginning 5<sup>th</sup> year – end of 7<sup>th</sup> year</td> <td>20 days per year/12 months = 1.667 days per month accrual</td> </tr> <tr> <td>Beginning 8<sup>th</sup> year – end of 14<sup>th</sup> year</td> <td>25 days per year/12 months = 2.084 days per month accrual</td> </tr> <tr> <td>Beginning 15<sup>th</sup> year+</td> <td>27 days per year/12 months = 2.250 days per month accrual</td> </tr> </tbody> </table> <p>Maximum accrual is double the annual allotment. Full-time employees who have completed 4 months of service may be permitted to take approved annual leave as it accrues.</p>	<u>Completed Years of Service</u>	<u>Annual Allotment and Monthly Accrual Rate</u>	Start – end of 4 <sup>th</sup> year	15 days per year/12 months = 1.250 days per month accrual	Beginning 5 <sup>th</sup> year – end of 7 <sup>th</sup> year	20 days per year/12 months = 1.667 days per month accrual	Beginning 8 <sup>th</sup> year – end of 14 <sup>th</sup> year	25 days per year/12 months = 2.084 days per month accrual	Beginning 15 <sup>th</sup> year+	27 days per year/12 months = 2.250 days per month accrual
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<p><b>Holidays and Unscheduled Holidays</b></p>	<p>Regular holidays with pay and unscheduled holidays are listed on the attached “Employee Holiday and Annual Leave Periods” sheet under “Group 1”.</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><b>Sick Leave</b></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 3 or more consecutive days due to illness are required to bring in 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 Central Office Human Resources Department.</p>										
<p><b>Bereavement Leave</b></p>	<p>Employees may take up to 4 days for the death of an immediate family member as defined below: <i>Immediate family shall be defined as <b>spouse; natural, foster, or step parent; grand child; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister, natural, foster, or step child or any relative residing in the same household and effective January 1, 2004, the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the Domestic Partner living in the same household.</b></i></p>										
<p><b>Jury Duty</b></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. Submission of Certification of Jury Duty Service is required along with timesheet for time served to be honored.</p>										
<p><b>Timesheet</b></p>	<p><a href="http://www.cuny.edu/about/administration/offices/ohrm/cohr/Classified_Civil_Service_Employee_Timesheet.xls">http://www.cuny.edu/about/administration/offices/ohrm/cohr/Classified_Civil_Service_Employee_Timesheet.xls</a></p>										