Time and Leave
(Full-Time Classified Staff)

Office of Human Resource Services (HRS)
Thursday, March, 30, 2017
10:00am to 11:30am
Agenda:

- Time Calculation
- Holiday Schedule
- Sick Leave, Sick Restriction and Medical Documentation
- Annual Leave Report
- Types of Leaves
- Timesheets/Timecards
Categories of Time

- Annual Days
- Unscheduled Holidays
- Sick Days
- Bereavement Days
- Jury Duty
**Time Calculations**

- **Sick time** is accrued at 1.000 day per month*
  - $1.000 \times 12 \text{ months} = 12 \text{ days per year}$
  - Remains at 12 days per year

- **Annual time** begins accruing at 1.250 days per month*
  - $1.250 \times 12 \text{ months} = 15 \text{ days per year (1}\text{st}\text{ year})$
  - At the beginning of 5\text{th} anniversary = 1.667 days per month (20 days per year)
  - At the beginning of 8\text{th} anniversary = 2.084 days per month (25 days per year)
  - At the beginning of 15\text{th} anniversary = 2.250 days per month (27 days per year)

*Please be aware that these accruals do not include Trade titles, for Trade title accruals please refer to your specific Trade contract*
Maximum Accruals

Accrual Caps*

- **Sick Days** = NO CAP
  (except Classified Managerial titles CAP 160)

- **Annual Days** = 2 years accrual

*Please be aware that these accruals do not include Trade titles, for Trade title accruals please refer to your specific Trade contract
# Lateness Penalties

<table>
<thead>
<tr>
<th>Lateness</th>
<th>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 hr 15 mins</td>
</tr>
<tr>
<td>Thereafter</td>
<td>Like multiples added to 1 hr 15 mins</td>
</tr>
</tbody>
</table>
Unscheduled Holidays

- Every **September 1** employees receive unscheduled holidays
- Unscheduled holidays should be used in 3 month increments
- All should be used by **August 31** of every year otherwise they are lost
- Unscheduled Holidays need to be requested in advance, in the same way annual leave is requested.

*Must be taken in increments of one (1) whole day, cannot take hours, this means:

- 35-hour employee one (1) day = 7 hours of U/H
- 40-hour employee one (1) day = 8 hours of U/H

Example: Employee is 35-hour employee and they work 8am to 6pm on Monday and they take a U/H day 7 hrs will be U/H 2 hrs will be A/L
Bereavement Days

- Full-time Employees receive up to four (4) days of bereavement leave for the death of an immediate family member.

- Immediate family defined as:
  - Spouse
  - Natural, Foster or Step:
    - Parent
    - Father-in-law
    - Mother-in-law
    - Sibling
    - Child
  - Grandchild
    - any relative residing in the same household
  - Domestic partner and his/her:
    - child
    - parent
    - any relative residing in the same household

- Proof of bereavement must be provided to HRS.
Requesting Annual Leave

- Must be requested well in advance (about fifteen (15) days before or follow your department’s process)

- Supervisor has the right to deny request or ask the employee to change the dates of request depending on the needs of the department

- Requests for five (5) or more days requires an Annual Leave form to be completed in advance, signed by the supervisor and sent to HRS

- HRS has the right to deny requests if employee does not have any annual time to cover the request
Blue Collar departments have their own forms
(Facilities and Campus and Community Safety Services)
THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS

September 1, 2016 through August 31, 2017

Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group. The Annual Leave Period of all employees is September 1, 2016 – August 31, 2017. Employees should use their leave accruals within this period. Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1 Non-teaching Instructional (ECP, HEOs, CLTs)</th>
<th>GROUP 2 Classified Service White Collar (Clerical, Professional, Administrative, Managerial)</th>
<th>GROUP 3 Skilled Trades Bargaining Unit (Section 220) (except Laborers)</th>
<th>GROUP 3L Laborers Only (Section 220)</th>
<th>GROUP 4 CUNY Theatre Technician Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day Monday 9/05/16</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day Monday 10/10/16</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Election Day Tuesday 11/08/16</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day Friday 11/11/16</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday (Thanksgiving/First Day after Thanksgiving) Thursday 11/24/16</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Holiday (Christmas Eve/Christmas Day) Saturday 12/24/16</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>New Year's Holiday (New Year's Eve/New Year's Day) Saturday 12/31/16</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday Monday 1/16/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Lincoln's Birthday Sunday 2/12/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Presidents' Day Monday 2/20/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day Monday 5/29/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Independence Day Tuesday 7/04/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

** Unscheduled Holidays**
4 1 0 0 0 0

Employees normally scheduled to work on a Saturday or Sunday

For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday instead of the day listed on the chart or an unscheduled day. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.

Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a compensatory day, if applicable.

Effective 6/22/12, Laborers are not entitled to any paid holidays. Work performed on the asterisked holidays will be paid at double time (2x). Work performed on all other holidays will be paid at straight time.

EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.
THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS
September 1, 2017 through August 31, 2018

Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group. The Annual Leave Period of all employees is September 1, 2017 – August 31, 2018. Employees should use their leave accruals within this period. Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

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<tbody>
<tr>
<td>Labor Day</td>
<td>Monday 9/04/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday 10/09/17</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday 11/07/17</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Saturday 11/11/17</td>
<td>N</td>
<td>Observed Friday 11/10/17</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday (Thanksgiving / day after Thanksgiving)</td>
<td>Thursday 11/23/17</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Christmas Holiday (Christmas Eve / Christmas Day)</td>
<td>Sunday 12/24/17 / Monday 12/25/17</td>
<td>N (see below***)</td>
<td>N (see below***)</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>New Year’s Holiday (New Year’s Eve / New Year’s Day)</td>
<td>Sunday 12/31/17 / Monday 1/01/18</td>
<td>N (see below***)</td>
<td>N (see below***)</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Monday 1/15/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Monday 2/12/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday 2/19/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 5/28/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Wednesday 7/04/18</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Unscheduled Holidays**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees normally scheduled to work on a Saturday or Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 3 0 0 0

* Effective 6/22/12, Laborers are not entitled to any paid holidays. Work performed on the unscheduled holidays will be paid at double time (2x). Work performed on all other holidays will be paid at straight time.

**EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.

***These groups receive two additional Unscheduled Holidays in lieu of the planned 12/24/2017 and 12/31/2017 Holidays.

Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a compensatory day, if applicable.

Effective 6/22/12, no paid holidays. Observe holidays as listed.
Sick Days

- You may call-out sick
- You do not have to disclose the nature of your illness to your supervisor
- **Be Courteous!** If you have pre-scheduled medical appointments tell your Supervisor beforehand
Medical Documentation

- After three (3) consecutive days being absent on the fourth (4th) day employee is required to provide medical documentation.

- More than five (5) days of sick absence requires that employee contact HRS (Selyna) to discuss leave options.

- Medical documentation should be given to HRS.

- If you are out more that five (5) days HRS must receive medical documentation indicating you can return to work without restrictions BEFORE you can return to work.
Sick Restriction

An employee is placed on Sick Restriction if:

undocumented sick leave is taken more than five (5) times in a six (6) month sick leave period or more than four (4) times on a day before or after a weekend or holiday, in a sick leave period.

Sick Leave Periods are:

January 1\textsuperscript{st} to June 30\textsuperscript{th}

July 1\textsuperscript{st} to December 31\textsuperscript{st}
How do I Remove Myself from Sick Restriction?

The employee must submit medical documentation for every utilization of sick leave during the following sick leave period. Once a sick leave period is completed in which undocumented sick leave is not taken more than two (2) times the employee will be removed.

Example: Employee is placed on Sick Restriction due to undocumented absence in the period of July-December, they must submit medical documentation for sick days taken from January to June.
Jury Duty

- Employees who serve as jurors receive their regular salary provided they furnish the HRS with a copy of the summons to serve.
Annual Leave Report

- Received by the employee no later than June 1\textsuperscript{st}

- Record of all time taken between September 1\textsuperscript{st} to April 30\textsuperscript{th}

- Calculates annual and sick leave accruals through August 31\textsuperscript{st}

**Reminder:**

All timesheets/timecards must be submitted by May 10\textsuperscript{th} in order to make deadline for report to be generated
Types of Leave

- Family Medical Leave (FMLA)
- Authorized Medical Leave
- Child Care Leave
- Military Leave
- Dedicated Sick Leave Program
- Catastrophic Sick Leave Program
Family and Medical Leave Act (FMLA)

- To be eligible for FMLA employees must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave.

- FMLA allows employees to take time off to fulfill certain caretaking responsibilities or to recuperate from a serious illness (up to 12 weeks).

- Helps employees balance the demands of work with personal and family needs.

- Leave that protects an employee’s job, while the employee takes time to recover from a serious illness, care for an ailing family member or care for a new child.
Authorized Medical Leave

• Employees are placed on Authorized Medical Leave in two situations:
  1. They are not eligible for FMLA and need to go out for a qualifying instance
  2. They have exhausted FMLA and need to continue to be absent
Child Care Leave

- This leave is granted without pay to any employee for the care and/or support of child (either through natural child birth or by adoption of an infant child up to four years of age)

- Pregnant employees must exhaust annual leave balances before child care leave can be granted
Military Leave

- To provide employees who are called from the reserves to active military service with the ability to maintain employment and receive certain benefits
Dedicated Sick leave Program (DSL)

- Allows employees who are employed full-time on an annual salary basis to donate sick and/or annual leave as sick leave to a seriously ill or injured eligible employee who has been designated by the donor.
Full-Time members of:

- Classified
- Classified Managerial
- Non-represented Staff including those employed at Education Opportunity Centers
- Skilled Trade represented by DC 37 (Laborer, Locksmith and High Pressure Plant Tender)
- Represented by Teamsters Local 237 (Maintenance Worker, Cement Mason, Roofer and Plasterer)
DSL Ineligible Titles

- All other skilled trade employees and employees represented by IATSE, Local One are presently excluded
**DSL Criteria**

**Recipient:**
- Must have two (2) years of continuous full-time service at CUNY
- Illness or injury cannot be job-related
- Illness or injury must require and absence of at least thirty (30) working days
- All time and leave balances must be exhausted

**Donor:**
- Employees with fewer than five (5) years of continuous full-time CUNY service may only donate annual time
Recipient may receive up to one-hundred and twenty (120) days or six (6) months of paid sick leave, whichever is greater, in any one (1) program year (September 1-August 31).

Donations must be made in increments of one (1) day.

A/L donated will be credited as one (1) full day.

S/L donated will be credited as one-half (1/2) day.

Max of S/L allowed to be donated is ten (10) days per donor.

No Max on A/L allowed to be donated.
Catastrophic Sick Leave Program (CSLB)

- The Catastrophic Sick Leave is a pool of sick leave and annual leave voluntarily donated by individuals who are employees full-time for potential use as sick leave by eligible full-time employees who are also donors to the bank.
- Eligible employees may receive up to ninety (90) days in one (1) program year.
- Eligibility to receive and donate is the same as DSL.
- Enrollment period is once a year and usually begins on October 1st.
Applying for Leave

- For further information on Leaves of Absences or to go on leave please contact:

Selyna Quiñones
HR Specialist for Time and Leave
Timesheet and Timecards

- Timesheet or card are due by the 5th of the following month

  Example: February timesheets/timecards would be due on March 5th

- **White Collar Timesheets** must be emailed to: BCTime@brooklyn.cuny.edu*

  Send in PDF format

  Naming Convention:

  - **WC_Dept_Last_First__Initial_Month_Yr**

  Email Subject Line: Dept_WC_MonthYR

*White Collar Employees requests for time balances must also be requested through this email, please allow 24-48 hours for response
# Administrative Civil Service Time Sheet

**BROOKLYN COLLEGE**

**Administrative Civil Service Time Sheet**

<table>
<thead>
<tr>
<th>MONTH/YEAR</th>
<th>March 2017</th>
<th>CUNYfirst Empl ID</th>
<th>15021980</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>Selyna Quiñones</td>
<td>DEPARTMENT</td>
<td>HRS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>SIGNATURE</th>
<th>TIME OUT</th>
<th>SIGNATURE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9:00am</td>
<td>Selyna Quiñones</td>
<td>5:00pm</td>
<td>Selyna Quiñones</td>
<td>no lunch/ 2 hrs A/L</td>
</tr>
<tr>
<td>2</td>
<td>9:00am</td>
<td>Selyna Quiñones</td>
<td>2:00pm</td>
<td>Selyna Quiñones</td>
<td>A/L</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Selyna Quiñones</td>
<td></td>
<td>Selyna Quiñones</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Sat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Sun</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9:15am</td>
<td>Selyna Quiñones</td>
<td>5:00pm</td>
<td>Selyna Quiñones</td>
<td>.5 hrs A/L/ Late</td>
</tr>
<tr>
<td>7</td>
<td>9:00am</td>
<td>Selyna Quiñones</td>
<td>7:00pm</td>
<td>Selyna Quiñones</td>
<td>2 hrs Summer payback</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Holiday</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jury Duty</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U/H</td>
</tr>
<tr>
<td>11</td>
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<td></td>
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<tr>
<td>12</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Timekeepers

Classified Staff- 1219 Boylan Hall
718-951-5377

White Collar-Selyna Quiñones
Blue Collar-Brenda Campfield
Disclaimer

- The presentation is intended as general information only and does not carry the force of legal opinion.
- HRS is providing this information as an employee resource. This information and related materials are presented to give employees a better understanding of the Time and Leave process and procedures.
- We will make every effort to keep this information current and to correct errors brought to our attention.