Time and Leave (Full-Time Instructional Staff)

Office of Human Resource Services (HRS)
Thursday, March, 30, 2017
1:00pm to 2:30pm
Agenda

- Time Calculation
- Holiday Schedule
- Medical Documentation
- Overcap Report
- Annual Leave Report
- Types of Leaves
- Timesheets
Categories of Time

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

- **Sick time** is accrued at 1.667 days per month
  - $1.667 \times 12 \text{ months} = 20 \text{ days per year}$
  - Remains at 20 days per year

- **Annual time** begins accruing at 1.250 days per month
  - $1.250 \times 12 \text{ months} = 15 \text{ days per year (1}\text{st year})$
  - Every year employees get an additional day, maxing out at 25 days per year
  - Your year is based on the anniversary of hire
  - Ex: Hired on 9/1/13 accrue 1.250 days per month = 15 days per year on 9/1/14 accrual goes to 1.334 days per month = 16 days per year
Maximum Accruals

- Accrual Caps
  - Sick Cap – 160 Days
  - Annual Cap – 45 Days
Unscheduled Holidays

- Unscheduled Holidays
  - Every September 1\textsuperscript{st} you receive unscheduled holidays
  - Should be used in 3 month increments
  - All should be used by August 31\textsuperscript{st} of every year otherwise they are lost
  - Unscheduled Holidays need to be requested, in the same way annual leave is requested in advance.
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
  - Grandparent
  - 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 it or ask you to change the dates depending on the needs of the department

- An Annual Leave form must be filled out in advance signed by the supervisor and sent to HRS if five (5) or more days

- HRS has the right to deny if employee does not have any annual time
Request for Annual Leave
Instructional Non-Teaching Staff and Librarians
(Submit to Department Head or Office Head)

PART A

Name: ___________________________  Department: ___________________________

Title: ___________________________  Total # of days requesting: _____________

I request annual leave for the following day(s):

________________________________________________________________________

I request UH leave for the following day(s):

________________________________________________________________________

Signature ___________________________________  Date __________________________

PART B  To be completed by Department Head or Office Head

Above request:  Approved □  Denied □

If denied, reason:

Alternate dates provided:

Signature ___________________________________  Date __________________________

PART C  Reviewed by Instructional Staff Timekeeper:

Action taken:

Approved □  Denied □
# 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, HEo's, 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</td>
<td>Monday 9/5/16</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday 10/10/16</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday 11/8/16</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Friday 11/11/16</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday (Thanksgiving / day after Thanksgiving)</td>
<td>Thursday 11/24/16</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
<tr>
<td>Christmas Holiday (Christmas Eve / Christmas Day)</td>
<td>Saturday 12/24/16</td>
<td>Friday 12/23/16</td>
<td>Friday 12/23/16</td>
<td>N</td>
<td>Y</td>
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<tr>
<td>New Year's Holiday (New Year's Eve / New Year's Day)</td>
<td>Saturday 12/31/16</td>
<td>Friday 12/30/16</td>
<td>Friday 12/30/16</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Monday 1/16/17</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
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<tr>
<td>Lincoln's Birthday</td>
<td>Sunday 2/12/17</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
<tr>
<td>Presidents' Day</td>
<td>Monday 2/20/17</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 5/29/17</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tuesday 7/4/17</td>
<td>Y</td>
<td>Y</td>
<td>N*</td>
<td>Y</td>
</tr>
</tbody>
</table>

Unscheduled Holidays **

4

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, no paid holidays.

* 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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## Holidays

<table>
<thead>
<tr>
<th></th>
<th>Labor Day</th>
<th>Columbus Day</th>
<th>Election Day</th>
<th>Veterans Day</th>
<th>Thanksgiving Holiday (Thanksgiving / day after Thanksgiving)</th>
<th>Christmas Holiday (Christmas Eve / Christmas Day)</th>
<th>New Year’s Holiday (New Year’s Eve / New Year’s Day)</th>
<th>Martin Luther King, Jr. Holiday</th>
<th>Lincoln’s Birthday</th>
<th>Presidents’ Day</th>
<th>Memorial Day</th>
<th>Independence Day</th>
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</thead>
<tbody>
<tr>
<td>Non-teaching</td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
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<tr>
<td>Instructional</td>
<td>(ECP, HEOs, CLTs).</td>
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<td><strong>Group 2</strong></td>
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<tr>
<td>Classified Service</td>
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<td>White Collar</td>
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<td>Skilled Trades</td>
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<td>Bargaining</td>
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<tr>
<td>Unit (Section 220)</td>
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<td><strong>Group 3L</strong></td>
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<tr>
<td>Laborers Only</td>
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<td><strong>Group 4</strong></td>
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<td>CUNY Theatre</td>
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<tr>
<td>Technician Titles</td>
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</tr>
</tbody>
</table>

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### Unscheduled Holidays**

|                  | 6 | 3 | 0 | 0 | 0 |

### Employees normally scheduled to work on a Saturday or Sunday

<table>
<thead>
<tr>
<th></th>
<th><strong>Group 1</strong></th>
<th><strong>Group 2</strong></th>
<th><strong>Group 3</strong></th>
<th><strong>Group 3L</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unscheduled</strong></td>
<td><strong>3</strong></td>
<td><strong>6</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

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* 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.

***Groups 1 and 2 receive two additional Unscheduled Holidays in lieu of the planned 12/24/2017 and 12/31/2017 holidays.

Employees normally scheduled to work on a Saturday or Sunday:

- **Group 1**:
  - **Y**: Yes
  - **N**: No

- **Group 2**:
  - **Y**: Yes
  - **N**: No

- **Group 3**:
  - **Y**: Yes
  - **N**: No

- **Group 3L**:
  - **Y**: Yes
  - **N**: No

- **Group 4**:
  - **Y**: Yes
  - **N**: No

---

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***Groups 1 and 2 receive two additional Unscheduled Holidays in lieu of the planned 12/24/2017 and 12/31/2017 holidays.
Sick Days

- An employee may call-out sick
- The Employee does not have to disclose the nature of their illness to their supervisor

Be Courteous! If you have pre-scheduled medical appointments tell your Supervisor beforehand
Medical Documentation

- Five (5) days of sick absence requires medical documentation
- More than five (5) days of sick absence requires an employee to contact HRS (Selyna) to discuss leave options
- Medical documentation should be given to HRS.
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 1st
- Record of all time taken between September 1st to April 30th
- Predicts annual and sick leave accruals until August 31st
Overcap Report

- A report that is sent to employees who are projected to be over their Annual Leave Cap by August 31st

- Sent by the first week in March

- Reflects days as of January 31st
Types of Leaves

- Family Medical Leave (FMLA)
- Authorized Medical Leave
- Paid Parental 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.

- 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.
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
Paid Parental Leave (PPL)

- Paid Parental Leave allow leave for up to eight consecutive weeks to care for a newborn child, or for a child, up to five years of age, who has been formally placed with the employee for adoption.
PPL Procedures

- Must have at least one year full-time CUNY service

- Must fill-out a PPL application at least ninety (90) calendar days prior to date of leave, impending birth or placement with employee for adoption

- Must submit proof of birth or adoption
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)

- Can be used to augment **Paid Parental Leave**

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

- To provide employees who are recalled 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 and/or annual leave as sick leave by a seriously ill or injured eligible employee who has been designated by the donor.
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 dedicate 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.
# Full-Time Employee Bi-Weekly Timesheet Submission Schedule

For represented HEO and CLT title series employee.

<table>
<thead>
<tr>
<th>Timesheet Period</th>
<th>Period Holidays/Closures</th>
<th>Timekeeper Entry Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>05/16 - 05/14/16</td>
<td>Wednesday, May 18, 2016</td>
</tr>
<tr>
<td>2</td>
<td>06/15 - 06/28/16</td>
<td>Wednesday, June 01, 2016</td>
</tr>
<tr>
<td>3</td>
<td>06/29/16 - 06/11/16</td>
<td>Wednesday, June 13, 2016</td>
</tr>
<tr>
<td>4</td>
<td>08/12/16 - 08/21/16</td>
<td>Wednesday, July 20, 2016</td>
</tr>
<tr>
<td>5</td>
<td>08/22/16 - 07/17/16</td>
<td>Wednesday, August 03, 2016</td>
</tr>
<tr>
<td>6</td>
<td>07/28/16 - 06/10/16</td>
<td>Wednesday, September 14, 2016</td>
</tr>
<tr>
<td>7</td>
<td>08/11/16 - 07/24/16</td>
<td>Wednesday, September 28, 2016</td>
</tr>
<tr>
<td>8</td>
<td>08/25/16 - 08/10/16</td>
<td>Wednesday, October 12, 2016</td>
</tr>
<tr>
<td>9</td>
<td>10/09/16 - 10/22/16</td>
<td>Wednesday, October 26, 2016</td>
</tr>
<tr>
<td>10</td>
<td>11/23/16 - 11/05/16</td>
<td>Wednesday, November 09, 2016</td>
</tr>
<tr>
<td>11</td>
<td>11/06/16 - 11/19/16</td>
<td>Wednesday, November 23, 2016</td>
</tr>
<tr>
<td>12</td>
<td>12/20/16 - 12/03/16</td>
<td>Wednesday, December 07, 2016</td>
</tr>
<tr>
<td>13</td>
<td>12/14/16 - 12/17/16</td>
<td>Wednesday, December 21, 2016</td>
</tr>
<tr>
<td>14</td>
<td>12/18/16 - 12/31/16</td>
<td>Wednesday, January 04, 2017</td>
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<tr>
<td>15</td>
<td>01/01/17 - 01/14/17</td>
<td>Wednesday, January 18, 2017</td>
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<tr>
<td>16</td>
<td>01/15/17 - 01/28/17</td>
<td>Wednesday, February 01, 2017</td>
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<tr>
<td>17</td>
<td>02/04/17 - 02/11/17</td>
<td>Wednesday, February 15, 2017</td>
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<tr>
<td>18</td>
<td>02/12/17 - 02/25/17</td>
<td>Wednesday, March 01, 2017</td>
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<tr>
<td>19</td>
<td>03/17/17 - 03/24/17</td>
<td>Wednesday, March 15, 2017</td>
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<tr>
<td>20</td>
<td>04/07/17 - 04/21/17</td>
<td>Wednesday, April 12, 2017</td>
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<tr>
<td>21</td>
<td>04/23/17 - 05/06/17</td>
<td>Wednesday, April 26, 2017</td>
</tr>
<tr>
<td>22</td>
<td>05/06/17 - 05/06/17</td>
<td>Wednesday, May 10, 2017</td>
</tr>
<tr>
<td>23</td>
<td>05/07/17 - 05/07/17</td>
<td>Wednesday, May 24, 2017</td>
</tr>
</tbody>
</table>

*Bolded dates indicate changes to timesheet and time entry due to summer four-day workweek.
Timesheets

- Due by dates according to schedule above
- Must be emailed to BCtime@brooklyn.cuny.edu*
- PDF Naming Convention
  HEO/CLT/Research Asst:
  - INST_DEPT_Pay period
    Ex: INST_HRS_PP 1
  - Faculty and ECP
  - INST_DEPT_Month Year
    Ex: INST_HRS_Mar 2017
- Email Subject Line:
  Dept.Inst.Mar 2017
  Ex: HRS_INST_Mar 2017

*Requests for time balances must also be requested through this email, please allow 24-48 hours for response
## FULL TIME NON-TEACHING INSTRUCTIONAL STAFF TIME SHEET

**NAME:** Selma Quiñones  
**CUNYFIRST EMPL ID:** 15021980  
**PHONE:** 5377  
**DEPARTMENT:** Human Resources  
**LOCATION:** 1219 Boylan

**SUPERVISOR:** Debra Guadale  
**TIMEKEEPER:** Peggy Salite  
**PERIOD BEGINNING:** 3/12/2017

**ASSIGNED WORK SCHEDULE:** M-F 9-5

**INSTRUCTIONS:** Please see the attached detailed instructions for completing the timesheet. The daily record of time and attendance is based on the 24-Hour Clock. Please also see the attached 24-Hour Clock conversion chart.

### Daily Record (Completed by Employee)

<table>
<thead>
<tr>
<th>DAY and DATE</th>
<th>IN</th>
<th>LUNCH</th>
<th>OUT</th>
<th>HOURS WORKED</th>
<th>SICK LEAVE</th>
<th>ANNUAL LEAVE</th>
<th>UN LEAVE</th>
<th>OTHER LEAVE</th>
<th>OVERTIME</th>
<th>COMP TIME</th>
<th>OVER TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, March 12, 2017</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
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<td>Monday, March 13, 2017</td>
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<td>7.00</td>
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</tr>
<tr>
<td>Tuesday, March 14, 2017</td>
<td>9:00 AM</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>7.00</td>
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<tr>
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<tr>
<td>Thursday, March 16, 2017</td>
<td>9:00 AM</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td>5:00 PM</td>
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<tr>
<td>Friday, March 17, 2017</td>
<td>9:00 AM</td>
<td>2:00 PM</td>
<td>3:00 PM</td>
<td>5:00 PM</td>
<td>2.00</td>
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<tr>
<td>Saturday, March 18, 2017</td>
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</tbody>
</table>

Total For The Week: 14:00

### Daily Record (Completed by Employee)

<table>
<thead>
<tr>
<th>DAY and DATE</th>
<th>IN</th>
<th>LUNCH</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>HOURS WORKED</th>
<th>SICK LEAVE</th>
<th>ANNUAL LEAVE</th>
<th>UN LEAVE</th>
<th>OTHER LEAVE</th>
<th>OVERTIME</th>
<th>COMP TIME</th>
<th>OVER TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, March 19, 2017</td>
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<td></td>
<td></td>
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<td>Monday, March 20, 2017</td>
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<tr>
<td>Tuesday, March 21, 2017</td>
<td>9:00 AM</td>
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<td>1:00 PM</td>
<td>5:00 PM</td>
<td>8.00</td>
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<tr>
<td>Wednesday, March 22, 2017</td>
<td>9:00 AM</td>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td>5:00 PM</td>
<td>7.00</td>
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</tr>
<tr>
<td>Thursday, March 23, 2017</td>
<td>9:00 AM</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>7.00</td>
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</tr>
<tr>
<td>Friday, March 24, 2017</td>
<td>9:00 AM</td>
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<td>3:00 PM</td>
<td>5:00 PM</td>
<td>2.00</td>
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<tr>
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</tbody>
</table>

Total For The Week: 27:00

Total For The Period: 41:00

**Employee Certification:** By signing below I hereby certify that the time reported is accurate.

**Employee Signature:**  
**Supervisor Signature:**  
**Timekeeper Signature:**
<table>
<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>Dates of Annual (if no absence, write none)</th>
<th>Unscheduled</th>
<th>Dates of Sick Holiday(s) (if no absence, write none)</th>
<th>Summer Pay Back Hrs (If Applicable)</th>
<th>Plan D</th>
<th>Date of F/T Appt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASST ADMIN</td>
<td>Doe, Jane</td>
<td>1, 2, 3 (2 hrs)</td>
<td></td>
<td>20(^{th}) 21 (4 hrs), 23</td>
<td></td>
<td></td>
<td>6/3/2013</td>
</tr>
</tbody>
</table>

I hereby certify that the above is a true record of all absences in this department.

Signature of Chairperson or Office Head

Print Name of Chairperson or Office Head

Please retain a copy for your records and return the original to the Office of Academic Personnel, Room 1231 Boylan Hall.
Contact Information

Selyna Quiñones—HR Specialist of Time and Leave

1219 Boylan Hall
(718) 951–5377
Squinones@brooklyn.cuny.edu
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.