Time and Leave for Managers

March 27, 2019
10:00 am-12:00pm
Presenter:
Selyna Quiñones-Gomez
HR Specialist for Time and Leave
1219 Boylan Hall
(718)951-5377
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.
Agenda

- Time and Leave calculations
- Manager Rights and Responsibilities
- Sick and Medical documentation
- Employee Responsibilities and Rights
- Annual Leave Requests
- Types of Leaves
TIME AND LEAVE CALCULATIONS

01

Classified

02

Instructional
Sick Time

- Is accrued at 1.000 day per month
- $1 \times 12 \text{ months} = 12 \text{ days per year}$
- Remains at 12 days per year

Annual Time

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

Accrual Caps - CLASSIFIED

- **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 the specific Trade contract*
**Sick Time**
- Is accrued at 1.667 days per month
- $1.667 \times 12$ months $= 20$ days per year
- Remains at 20 days per year

**Annual Time**
- Begins accruing at 1.250 days per month
- $1.250 \times 12$ months $= 15$ days per year (1st 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 accrues 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-INSTRUCTIONAL
  - **Sick Cap** – 160 Days
  - **Annual Cap** – 45 Days
# Lateness Penalties

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<td>11-20 minutes</td>
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<td>21-35 minutes</td>
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<td>36-50 minutes</td>
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**UNSC SCHEDULED HOLIDAYS**

- Every **September 1st** you receive unscheduled holidays
- Should be used in 3 month increments
- All should be used by **August 31st** 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.

Proof of bereavement must be provided to HRS.

Qualifying family member will be included but not limited to parents, children, grandparents, etc.
Remember...

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

• **Classified Staff**
  • After more than three (3) consecutive days being absent the employee is required to provide medical documentation
  • More than five (5) days of sick absence requires that employee contact the HR Specialist for Time and Leave to discuss leave options
  • Medical Documentation should be given to HRS
MEDICAL DOCUMENTATION

• **Instructional**
  • Five (5) days of sick absence requires medical documentation
  • More than five (5) days of sick absence requires that employee contact the HR Specialist for Time and Leave to discuss leave options
  • Medical Documentation should be given to HRS
ANNUAL LEAVE REQUESTS

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
Manager’s Rights

- Manager has the right to ask the employee to change their annual leave request to fit the needs of the department.
- Manager has the right to question a pattern of sick time abuse and report it to HRS.
- Manager has the right to create a schedule for the department to fit the department’s needs.
- Manager has the right to create a department Time and Leave expectations based on the respective contracts.
MANAGER’S RESPONSIBILITY

- Track time and leave for all employees

  Check that the timesheet is accurate, **DO NOT JUST SIGN**

- Submit timesheets to HRS

- Notify HRS when an employee is absent for more than (5) days due to an illness/injury

- Notice a pattern of time and leave abuse

- Counsel employees when time is being abused

- If after counseling an employee continues to abuse time, manager should document the abuse
**EMPLOYEE’S RESPONSIBILITIES AND RIGHTS**

- Must record accurate time on their timesheet
- Keep their timesheet up to date
- Manage their time so they are not Overcap
- Must request time off in a timely manner and adhere to department time and leave rules
- Contact HRS and department if they plan to be absent five (5) or more days due to an illness or injury
- Employee has a right to their time and to take their time within reason
Family Medical Leave (FMLA)
Authorized Medical Leave
Paid Parental Leave (PPL)-Instructional
Child Care Leave
Military Leave
Dedicated Sick Leave (DSL)
Catastrophic Sick Leave (CSLB)
CONTACT US

Selyna Quiñones-Gomez
HR Specialist for Time and Leave
Squinones@brooklyn.cuny.edu

Lynda Sobieski
HR Manager of Classified Operations
LyndaS@brooklyn.cuny.edu

Debra Quashie
Deputy Director of Human Resource Services
Dquashie@brooklyn.cuny.edu

Office Hours: Monday through Friday
9am-5pm