




Office of the Senior Vice Chancellor  
for Labor Relations

205 East 42<sup>nd</sup> Street, 10<sup>th</sup> floor  
New York, NY 10017  
(646) 664-2970 tel  
(646) 664-2960 fax

**TO:** The College Presidents  
The Deans of the Professional Schools  
The Chief Academic Officers

**FROM:** Pamela S. Silverblatt   
Senior Vice Chancellor for Labor Relations

**DATE:** August 18, 2020

**SUBJECT:** Annual Leave Carryover and College Laboratory Technician Series Tenure Clock and  
Lecturer CCE Clock

---

In recognition of the impact upon members of the instructional staff with the transition to remote work and distance learning during the Spring 2020 semester, I write to share guidance on annual leave carryover for the annual leave year ending 8/31/20, as well as the College Laboratory Technician Series Tenure Clock and Lecturer CCE Clock pursuant to agreements we have reached with the Professional Staff Congress and as approved at a meeting of the Executive Committee of the Board of Trustees on August 12, 2020 .

#### Annual Leave Carryover

For the annual leave year ending 8/31/20, the August 31 deadline to use annual leave, pursuant to Article 14.9 of the collective bargaining agreement, will be extended to 12/31/20, as follows:

- Annual leave above the contractual cap (normally 45 days) as of the close of business 8/31/20 may be carried into the annual leave year that begins 9/1/20.
- The annual leave balance in excess of forty-five (45) working days or in excess of the personal accrual maximum as of August 31, 1987, will be deducted from the employee's accrual balance on December 31, 2020.
- The provisions of Article 14.9 (b) concerning compensation for an annual leave balance if the employee is separated from service will remain in effect, except that, for the annual leave year ending on 8/31/20 only, the annual leave payment due to the employee upon separation, or to his/her estate, shall be the lesser of: (1) the leave balance to the employee's credit on the date of resignation, retirement or death; or (2) the contractual cap, (45 days or the personal accrual maximum as of August 31, 1987).
- The parties agree that nothing in this agreement is intended to alter the provisions of Article 14.9 (b), except as specifically set forth in this agreement.
- The provisions of Article 14.7 concerning unscheduled holidays remain in effect, and unscheduled holidays from the annual leave year ending 8/31/20 will not be carried over.

## College Laboratory Technician Series Tenure Clock and Lecturer CCE Clock

In recognition of the impact of the transition to distance learning in the Spring 2020 semester upon candidates for tenure effective September 1, 2021, in the College Laboratory Technician series and Lecturers who are candidates for reappointment with a Certificate of Continuous Employment (CCE), effective with the beginning of the 2021-2022 academic year, the parties have agreed to the following procedures:

- College Laboratory Technicians, Senior College Laboratory Technicians and Chief College Laboratory Technicians who are candidates for tenure effective September 1, 2021, may receive a one-year extension in their tenure review, if they so desire. It is understood that if such a College Laboratory Technician, Senior College Laboratory Technician or Chief College Laboratory Technician is reappointed for the 2021-2022 academic year, the reappointment will be without tenure and will be deemed the 4<sup>th</sup> reappointment (*i.e.*, fifth consecutive year of service) toward tenure. Such a member of the CLT series must request a tenure clock extension by emailing their college provost by September 15, 2020. The written record of the request shall be placed in the employee's personnel file. By September 30, 2020, each college provost shall send the CUNY Office of Labor Relations (CUNY OLR) a list of all CLT series employees who elected the one-year extension. CUNY OLR shall forward that list to the PSC by October 15, 2020.

Members of the CLT series on the tenure track for consideration in later years who wish to seek a one-year extension based on the circumstances of the spring 2020 semester must apply to their college provost by February 1 of the spring semester preceding their fall tenure review. These requests will be considered on a case-by-case basis, in accordance with past college and university practices.

- Lecturers who are candidates for a Certificate of Continuous Employment (CCE) effective upon their reappointment for the 2021-2022 academic year may receive a one-year extension in their CCE review, if they so desire. It is understood that if such a faculty member is reappointed for the 2021-2022 academic year, the reappointment will be without a CCE and will be deemed the 4<sup>th</sup> reappointment (*i.e.*, fifth consecutive year of service) toward CCE. Such a Lecturer must request a CCE clock extension by emailing their college provost by September 15, 2020. The written record of the request shall be placed in the employee's personnel file. By September 30, 2020, each college provost shall send the CUNY OLR a list of all faculty who elected the one-year extension. CUNY OLR shall forward the list to the PSC by October 15, 2020.

Lecturers on the CCE track for consideration in later years who wish to seek a one-year extension based upon the circumstances of the spring 2020 semester must apply to their college provost by February 1 of the spring semester preceding their fall CCE review. Their requests will be considered on a case-by-case basis, in accordance with past college and University practices.

- c: Félix V. Matos Rodríguez, Chancellor  
Hector Batista, Executive Vice Chancellor and Chief Operating Officer  
José Luis Cruz, Executive Vice Chancellor and University Provost  
Doriane Gloria, Vice Chancellor for Human Resources Management  
Chancellor's Cabinet  
Chief Administrative Officers  
Labor Designees  
Human Resources Directors