

## MEMORANDUM

TO: City College Full Time Staff

FROM: The Office of Human Resources

DATE: June 9, 2023

**RE: Time & Leave Matters-Extension of 2022-23 Annual Leave Year Deadline, etc.**

CUNY's normal annual leave year runs from September 1<sup>st</sup> through August 31<sup>st</sup>. However, this year CUNY has extended the annual leave year for **full-time employees** to 12/31/23. Please read below for additional information by employee group.

### **PSC Staff, ECPs, Classified Managerial Titles**

- Annual leave above the designated cap, as of the close of business 8/31/23, may be carried into the annual leave year that begins 9/1/23.
- Annual leave in excess of the designated cap will be deducted and forfeited from the employee's accrual balance effective close of business 12/31/23.
- For employees in PSC titles, 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 8/31/23 only, the annual leave payment due to the employee upon separation, or to their 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). Nothing here is intended to alter the provisions of Article 14.9(b) of the collective bargaining agreement.

### **Classified Staff and Skilled Trade Titles**

- For the annual leave year ending 8/31/23, the August 31<sup>st</sup> deadline to use annual leave will be suspended consistent with the provisions contained in this memo.
- Excess annual leave as of the close of business 8/31/23 that is above an employee's designated contractual annual leave cap will not be converted to sick leave, but will instead be carried into the annual leave year that begins 9/1/23.
- Any excess annual leave carried into the leave year that begins 9/1/23 must be used by no later than 12/31/23.
- If because of extenuating circumstances an employee, who would otherwise have their annual leave convert to sick leave at the end of a leave year, is unable to exhaust their leave by 12/31/23, any remaining excess annual leave will convert to sick leave effective close of business 12/31/23.

- If an employee separates from the College prior to 12/31/23, any excess annual leave above the annual leave cap will be forfeited, and the annual leave payment due to the employee upon separation, or, if applicable, due to their 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 leave balance credited to the employee as of the close of business on 8/31/23.

**For all titles:** Unscheduled Holidays from the annual leave year ending 8/31/23 will **not** be carried over, and must be used by 8/31/23 or will be forfeited.

### **Statements of Employee Leave Balances**

By or before 6/30/23, HR will provide employees statements of their leave balances (sick, annual, unscheduled and, if applicable, compensatory time) dated within the previous 90 days.

### **CUNY Employee Holiday and Annual Leave Periods 2022-2023**

As a reminder the remaining 2022-2023 CUNY employee holidays (Juneteenth and Independence Day) are provided here [2022-2023 Employee Holiday and Annual Leave Periods](#).

The 2023-2024 Employee Holiday Schedule will be provided in the near future.

Should you have any questions related to time and leave, please direct them to HR's Time and Leave Unit at [timeandleave@ccny.cuny.edu](mailto:timeandleave@ccny.cuny.edu).

Thank you!