

## MEMORANDUM

TO: CCNY Full-Time Staff

FROM: The Office of Human Resources

DATE: May 24, 2024

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**RE: Extension of the 2023-2024 Annual Leave Year Deadline**

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We are pleased to announce that the University will be extending the 2023-2024 annual leave carryover deadline this year to 12/31/2024 for all full-time employees.

However, Unscheduled Holidays from the leave year ending 8/31/2024 will not be carried over, and must be used by 8/31/2024 or they will be forfeited.

Please note that if your annual leave balance, as of August 31, 2023, exceeded your designated cap for the previous leave year (2022-2023), you were granted an extension to use this excess leave by March 31, 2024. Balances remaining unused beyond this deadline will be adjusted accordingly over the next few weeks. Kindly refer to the memo emailed on December 14, 2023.

For the annual leave year covering the period of 9/1/2023 - 8/31/2024, the 8/31/2024 deadline to use all excess annual leave days over the designated annual leave cap will be extended to 12/31/2024 as follows:

### **PSC-Represented Staff, ECPs, and Classified Managerial Titles**

- Annual leave above your designated cap as of the close of business 8/31/2024 may be carried into the annual leave year that begins 9/1/2024.
- Unused excess annual leave will be deducted and forfeited from the employee's accrual balance effective close of business 12/31/2024.
- 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 8/31/2024 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.

### **Blue Collar, White Collar and Skilled Trade Titles**

- For the annual leave year ending 8/31/2024, the August 31st deadline to use annual leave will be suspended consistent with the provisions contained in this email.
- Excess annual leave, as of the close of business 8/31/2024, 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 9/1/2024.
- Any excess annual leave carried into the leave year that begins 9/1/2024 must be used by no later than 12/31/2024.
- If, due to 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 excess leave by 12/31/2024, any remaining excess annual leave will convert to sick leave effective close of business 12/31/2024.
- If an employee resigns, retires or passes away prior to 12/31/2024, any excess annual leave above the annual leave cap will be forfeited, and the annual leave payment due to the employee upon separation, or 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 8/31/2024.

### **Statement of Employee Leave Balances**

By 6/30/2024, HR will provide employees with 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**

As a reminder the remaining 2023-2024 CUNY employee holidays (Juneteenth and Independence Day) can be viewed here: [Employee Holiday and Annual Leave Periods](#).

The [CUNY Employee Holiday Calendar 2024-2025](#) is available here.

Please submit questions related to time and leave to [timeandleave@ccny.cuny.edu](mailto:timeandleave@ccny.cuny.edu).