



## OFFICE OF HUMAN RESOURCES

### MEMO

**To:** All Faculty and Staff

**From:** Jamila Best

**Date:** June 2, 2025

**Subject:** Benefit Reintroduction of Leave Policies and Benefits

Dear Faculty and Staff,

As the College's Benefits Officer, it is my pleasure to reintroduce the various types of leaves available to support your well-being and work-life balance. I understand the importance of these benefits in ensuring a healthy and productive work environment.

Please review this information carefully to take full advantage of the leave policies available to you.

1. **Annual Leave:** Annual leave provides employees with paid time off for personal reasons, such as vacation, personal errands, or relaxation. Please remember that requests for annual leave must be submitted in advance to your supervisor or the appropriate department.
2. **Sick Leave:** Sick leave is designed to provide employees with paid time off for illness or medical appointments. It's crucial to notify your supervisor as soon as possible if you need to use sick leave, following the procedures outlined by your job title. **Please note, employees who are absent from work for more than five (5) consecutive days due to illness must file Family Medical Leave forms with the Human Resources Department.**
3. **Family and Medical Leave (FMLA):** FMLA provides eligible employees with up to 12 weeks of unpaid, job-protected leave for specific family and personal medical reasons and up to 26 weeks to care for an immediate family who is covered servicemember with a serious injury or illness. If you believe you qualify for FMLA, please contact The Benefits office at (212) 650-7796.
4. **Workers Compensation:** Workers Compensation provides benefits and assistance to all tax levy employees who suffer a work-related injury or illness. The New York City Law Department serves as the insurance carrier for CUNY and administers all

claims. **Employees who suffer a work-related injury or illness, must promptly report the incident to Public Safety, and The Benefits Department.**

5. **Paid Family Leave (PFL):** Paid Family Leave provides eligible employees with paid time off to bond with a new child, care for a family member with a serious health condition, or handle qualifying exigencies arising from a family member's military service. Please refer to the PDF attachment above for the eligibility criteria and application procedures.
6. **NYS CMS and ECP Paid Parental Leave:** Effective September 1, 2023, all Full Time and Part Time (who work at least 50%) Executive Compensation Plan (ECP) and Classified Managerial Staff (CMS) employees are eligible for New York State Paid Parental Leave (NYS PPL). Employees may take leave with full pay for up to 12 weeks for each qualifying event, defined as the birth of a child or placement of a child for adoption or foster care. NYS PPL is available for use once every 12-month period. A qualifying event begins the 12-month period.
7. **PSC-CUNY Paid Parental Leave:** Full-time PSC employees, who have a minimum of one year of service with CUNY, are eligible for a continuous leave of absence for a period not to exceed twelve (12) weeks to care for a newborn child or for a newly adopted child up to five years of age.
8. **Catastrophic Sick Leave Bank Program:** The Catastrophic Sick Leave Bank (CSLB) is a pool of sick leave and annual leave voluntarily donated by individuals employed full-time on an annual salary basis. This leave is designated for potential use as sick leave by eligible full-time employees who are also donors to the bank. Eligible recipients may receive up to ninety (90) days of paid CSLB leave within any one (1) program year (September 1 – August 31). CSLB leave may be approved in increments not exceeding one (1) month. The administration of the Catastrophic Sick Leave Bank will be centralized under the University's Office of Human Resources Management.
9. **Dedicated Sick Leave Program:** The Dedicated Sick Leave Program allows individuals employed full-time on an annual salary basis to donate sick leave and/or annual leave for use by a seriously ill or injured eligible employee designated by the donor.

*\*Employees in skilled trade titles represented by District Council 37 (Laborer, Locksmith and High Pressure Plant Tender) and those represented by Teamsters Local 237 (Maintenance Worker, Cement Mason, Roofer and Plasterer) are also eligible; all other skilled trade employees and employees represented by IATSE, Local One are presently excluded.*

10. **Bereavement Leave:** Bereavement Leave offers full time employees paid time off to grieve and attend to matters related to the death of an **immediate family member (Refer to Time and Leave Bereavement notice)**. Part time employees please refer to Time and Leave Department for eligibility. We understand the importance of support during difficult times, and encourage employees to take advantage of this benefit as needed.
11. **Jury Duty Leave:** Eligible employees, who are required to serve on a jury, or are required to report to court in person in response to a jury duty summons, shall receive their regular salary during such absences provided that they remit to the University an amount to the compensation received by them, if any for jury duty. Please contact the Time and Leave Department to confirm your eligibility.

It's important to familiarize yourself with these leave policies and benefits to ensure you can effectively manage your time and well-being. If you have any questions or need clarification on any of these leave types, please feel free to contact The Benefits Office at EXT. 7796.