OFFICE OF HUMAN RESOURCES

MEMORANDUM

TO: CCNY Full-Time Staff
FROM: The Office of Human Resources
DATE: May 5, 2026
SUBJECT: Extension of the 2025-2026 Annual Leave Year Deadline

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We are pleased to announce that the University will be extending the 2025-2026 annual leave carryover deadline this year to 12/31/2026 for all full-time employees.

However, Unscheduled Holidays from the annual leave year ending 8/31/2026 will not be carried over, and must be used by 8/31/2026 or they will be forfeited.

For the annual leave year covering the period of 9/1/2025 - 8/31/2026, the 8/31/2026, deadline to use all excess annual leave days over the designated annual leave cap will be extended to 12/31/2025 as follows:

PSC-Represented Staff, ECPs, and Classified Managerial Titles

- Please note that the 2023-2027 PSC-CUNY Agreement **permanently** extends the deadline to December 31st for instructional staff employees to use any accrued leave days in excess of the 45-day maximum carryover.
- Annual leave above your designated cap as of the close of business 8/31/2026 may be carried into the annual leave year that begins 9/1/2026.
- Unused excess annual leave will be deducted and forfeited from the employee's accrual balance effective close of business 12/31/2026.
- 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 8/31/2026 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 8/31/2026, 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 8/31/2026 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 9/1/2026.
- Any excess annual leave carried into the leave year that begins 9/1/2026 must be used by no later than 12/31/2026.
- 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 12/31/2026, any remaining excess annual leave will convert to sick leave effective close of business 12/31/2026.
- If an employee resigns, retires or passes away prior to 12/31/2026, 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 8/31/2026.

Statement of Employee Leave Balances

- Employees who submit timesheets using the e-Central Timekeeping Portal are able to view their currently leave balances and their annual leave cap.
- Employees using Kronos Punch-in Clock will receive their leave balances (sick, annual, unscheduled, and if applicable, compensatory time) by June 30, 2026.
- Employees projected to exceed their annual leave cap will receive an email by HR with the number of excess days to be used by December 31, 2026.

CUNY Employee Holiday and Annual Leave Calendar 2025-2026
As a reminder the remaining 2025-2026 CUNY employee holidays can be viewed here: Employee Holiday and Annual Leave Periods 2025-2026.

Please submit questions related to time and leave to timeandleave@ccny.cuny.edu.