



THE CITY UNIVERSITY OF NEW YORK HURRICANE SANDY EMERGENCY RELIEF ANNUAL LEAVE BANK PROGRAM

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I. Program Description

Hurricane Sandy had a catastrophic impact upon many employees of The City University of New York. It is recognized that there may be employees who need to take leave in order to attend to emergent conditions, but that they may not have sufficient annual leave to do so. The University will create a temporary program, limited to dealing with the effects of Hurricane Sandy, known as the The City University of New York Hurricane Sandy Emergency Relief Annual Leave Bank Program (the "Bank"). Under this program, each college creates a pool of annual leave, voluntarily donated by individuals at the campus, who are employed full-time on an annual salary basis for use as annual leave by eligible full-time or part-time/hourly employees. Eligible recipients may receive up to five days (5) days of paid annual leave for use during the period from the November 1, 2012 until February 28, 2013. The Bank will be administered by each college's Office of Human Resources, including the Central Office.

II. Criteria for Recipient Eligibility

1. An employee must be employed with the University in a full-time or part-time/hourly title. Because of their teaching obligations to students, full-time and adjunct teaching faculty may not be recipients of donated annual leave

and necessary absences by full-time and adjunct teaching faculty will have to be managed by the colleges in a different way.

2. The employee must have exhausted his/her own annual leave balance and any available unscheduled holidays.
3. In order to be eligible to receive donated annual leave, the employee must have been adversely affected by Hurricane Sandy. The college's Director of Human Resources will determine whether requests by eligible employees to receive leave from the Bank will be approved. An employee whose request has been denied may appeal in writing to the Chief Administrative Officer of the College.
4. The number of hours that comprise a day for the recipient is determined by the title of the recipient. For part-time/hourly employees, one day equals seven or eight hours, depending on title.
5. Five (5) days is the maximum number of days that an employee may receive from the Bank.

III. Criteria for Donating Leave

An employee who wishes to donate annual leave to the Bank must meet the following criteria:

1. The employee must be in a full-time title, employed on an annual salary basis with the University. Because teaching faculty do not accrue annual leave, they will not be eligible to participate as donors.
2. Donations must be made in increments of one (1) day. The number of hours that comprise a day for the donor is determined by the title of the donor.
3. The maximum donation is five (5) days.

IV. Program Requirements

1. All leave donated to the bank is irrevocable. Donated annual leave that is not distributed by February 28, 2013 will be used in the Catastrophic Sick Bank Program.
2. Each day of annual leave donated to the Bank will be debited from the donor's leave balance as one (1) full day. Each day of annual leave donated will be credited to the bank as one (1) full day.
3. Annual leave may be granted to the recipient retroactive to November 1, 2012. A recipient utilizing such annual leave is deemed to be in active pay status as though the employee were using his/her own annual leave.

Annual leave and sick leave will therefore be accrued while using donated annual leave to the extent otherwise available.

V. Procedures For Donating Leave To The Hurricane Sandy Emergency Relief Annual Leave Bank

1. An employee who wishes to donate annual leave to the college's Bank must complete CUNY Form "[Application to Donate Annual Leave \(Hurricane Sandy Relief\)](#)", a copy of which is attached, and return it to the College's Office of Human Resources.
2. The College Office of Human Resources will review the application and determine the accuracy of all statements in accordance with the donor's personnel and payroll records, and will notify the employee within five (5) working days of receipt of the application whether he/she is eligible or ineligible. If the employee is determined to be eligible, the College Office of Human Resources will make the appropriate adjustment to the employee's time and leave records and will notify the employee of the type of leave and number of days to be debited and when the debit will occur. The application shall include an attestation by the donor that he/she understands that the decision to donate annual leave is irrevocable. The donor's attestation shall also provide that the donor has not been coerced and is not receiving any benefit, express or implied, in return for the donated annual leave.

VI. Procedures For Receiving Leave From The Hurricane Sandy Emergency Relief Annual Leave Bank

1. The employee must complete the "[Application to Receive Donated Annual Leave \(Hurricane Sandy Relief\)](#)".
2. The College Office of Human Resources must review the application, determine the accuracy of all statements in accordance with college personnel and payroll records, and complete the appropriate section.
3. The employee should be notified of the disposition of his/her request within five (5) working days of receipt by the College Office of Human Resources, to the extent feasible.
4. An employee whose request has been deemed ineligible by the College Office of Human Resources may submit an appeal in writing, to the college's Chief Administrative Officer. All decisions issued by the college's Chief Administrative Officer shall be final and will not be subject to any further appeal by way of employee collective bargaining agreements or otherwise.
5. For employees who have been deemed eligible to receive donated annual leave, the College's Office of Human Resources must send a PAF to Payroll to effect the transaction.



Application to Donate Annual Leave (Hurricane Sandy Relief)

Hurricane Sandy had a catastrophic impact upon many employees of The City University of New York (CUNY). There may be CUNY employees who need to take leave in order to attend to emergent conditions, but they may not have sufficient annual leave to do so. The University is therefore creating The City University of New York Hurricane Sandy Emergency Relief Annual Leave Bank Program. This temporary program, limited to dealing with the effects of Hurricane Sandy, creates a pool of annual leave on each campus, voluntarily donated by individuals at the campus, who are employed full-time on an annual salary basis for use as annual leave by eligible full-time and part-time/hourly employees on the campus. Eligible recipients may receive up to five days (5) days of paid annual leave for use during the period from November 1, 2012 through February 28, 2013. The Bank will be administered by each college's Office of Human Resources.

Program Requirements

1. You must be in a full-time title employed on an annual salary basis.
2. The maximum donation is five (5) days.
3. All leave donated to the bank is irrevocable.
4. Each day of leave donated will be debited from your leave balance as one full day. Each day of annual leave donated will be credited to the bank as a full day.
5. Donations must be made in increments of one (1) day. The number of hours that comprise a day for the donor is determined by the title of the donor.

To be Completed by the Employee

If you believe you are eligible and wish to donate annual leave, please complete and sign the section below:

Name _____
 Home Address _____
 Employee ID No.: * _____
 Title: _____

Annual Leave Balance: _____

I wish to donate _____ day(s) of annual leave.

Please return this application to your College Office of Human Resources. Within five (5) working days from the receipt of the application, the College Office of Human Resources will notify you of your eligibility, and the date your donation of annual leave will be deducted from your leave balances.

* If you don't know your Employee ID No., please contact the College Office of Human Resources.

I hereby acknowledge and understand that my decision to donate annual leave to the Annual Leave Bank (Hurricane Sandy Relief) is irrevocable and that the donated leave will not be returned to me.

I also acknowledge and understand that I have not been coerced nor am I receiving any benefit, express or implied, in return for the donated annual leave.

Signature of Donor: _____ Date: _____

To be Completed by the College Human Resources Director

You are eligible to donate annual leave. Your donation of _____ day(s) of annual leave will be effective on _____.

You are not eligible to donate annual leave.

College Human Resources Director _____ Date _____



Application to Receive Donated Annual Leave (Hurricane Sandy Relief)

This application is to be completed by individuals who are employed on full-time or part-time/hourly basis who believe they are eligible to receive donated annual leave through The City University of New York Hurricane Sandy Emergency Relief Annual Leave Bank Program.

To be completed by employee

Name of Employee: _____
Home Address: _____
Employee ID No.:* _____
Title: _____
College and Department: _____

* If you don't know your Employee ID No., please contact the College Office of Human Resources.

I request to receive _____ annual leave days (maximum of five (5) days). (Note: for part-time/hourly employees one day equals seven or eight hours as appropriate for the title). I have no annual leave days in my bank and I need to take annual leave for the following reasons related to Hurricane Sandy:

Employee Signature: _____ Date: _____

To be completed by the College Human Resources Director

Date Application Received: _____

Please note that this application is to be returned to the employee within five (5) working days of receipt of the application to the extent feasible.

- The employee is deemed eligible to receive _____ annual leave days through The City University of New York Hurricane Sandy Emergency Relief Annual Leave Bank Program
- I have reviewed the employee's application. The employee is not deemed eligible to receive annual leave days under The City University of New York Hurricane Sandy Emergency Relief Annual Leave Bank Program.

An employee whose request has been deemed ineligible by the College Office of Human Resources may appeal in writing to the college's Chief Administrative Officer within five (5) working days of having been notified in writing of the denial. Decisions issued by the college's Chief Administrative Officer shall be final and will not be subject to any further appeal by way of employee collective bargaining agreements or otherwise.

College Human Resources Director: _____ Date: _____

