

Time and Leave for Managers

March 27, 2019

10:00 am-12:00pm

Presenter:

Selyna Quiñones-Gomez

HR Specialist for Time and Leave

1219 Boylan Hall

(718)951-5377

DISCLAIMER

- ❖ The presentation is intended as general information only and does not carry the force of legal opinion.
- ❖ HRS is providing this information as an employee resource. This information and related materials are presented to give employees a better understanding of the Time and Leave process and procedures.
- ❖ We will make every effort to keep this information current and to correct errors brought to our attention.



Agenda

**Time and
Leave
calculations**



**Manager Rights
and
Responsibilities**



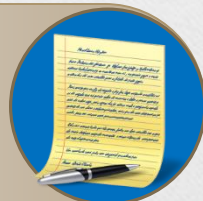
**Sick and Medical
documentation**



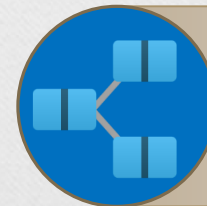
**Employee
Responsibilities
and Rights**



**Annual Leave
Requests**



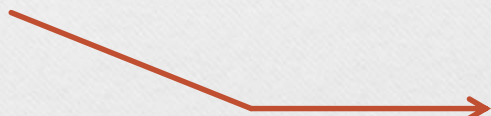
Types of Leaves



TIME AND LEAVE CALCULATIONS



Classified



Instructional

CLASSIFIED

Sick
Time

- ❖ Is accrued at 1.000 day per month
- ❖ $1 \times 12 \text{ months} = 12 \text{ days per year}$
- ❖ Remains at 12 days per year

Annual
Time

- ❖ Begins accruing at 1.250 days per month
- ❖ $1.250 \times 12 \text{ months} = 15 \text{ days per year (1}^{\text{st}} \text{ year)}$
- ❖ At the beginning of 5th anniversary = 1.667 days per month (20 days per year)
- ❖ At the beginning of 8th anniversary = 2.084 days per month (25 days per year)
- ❖ At the beginning of 15th anniversary = 2.250 days per month (27 days per year)

Maximum Accruals

➤ Accrual Caps-CLASSIFIED

- ❑ *Sick Days = NO CAP*
(except Classified Managerial titles CAP 160)

- ❑ *Annual Days = 2 years accrual*

*Please be aware that these accruals do not include Trade titles, for Trade title accruals please refer to the specific Trade contract

INSTRUCTIONAL

Sick Time

- Is accrued at 1.667 days per month
- $1.667 \times 12 \text{ months} = 20 \text{ days per year}$
- Remains at 20 days per year

Annual Time

- Begins accruing at 1.250 days per month
- $1.250 \times 12 \text{ months} = 15 \text{ days per year (1}^{\text{st}} \text{ year)}$
- Every year employees get an additional day, maxing out at 25 days per year
- Your year is based on the anniversary of hire



Ex: Hired on 9/1/13 accrues 1.250 days per month = 15 days per year on 9/1/14 accrual goes to 1.334 days per month = 16 days per year

Maximum Accruals

➤ Accrual Caps-INSTRUCTIONAL

Sick Cap – 160 Days

Annual Cap – 45 Days

Lateness Penalties

For Lateness of

7-10 Minutes

11-20 minutes

21-35 minutes

36-50 minutes

51-1 hour 6 minutes

Thereafter

The Penalty is

15 minutes

30 minutes

45 minutes

1 hour

1 hr 15 mins

Like multiples
added to 1 hr 15 mins

UNSCHEDULED HOLIDAYS



- Every **September 1st** you receive unscheduled holidays
- Should be used in 3 month increments
- All should be used by **August 31st** of every year otherwise they are lost
- **Unscheduled Holidays need to be requested**, in the same way annual leave is requested in advance.

BEREAVEMENT DAYS



Full-time Employees receive up to four (4) days of bereavement leave for the death of an immediate family member



Proof of bereavement must be provided to HRS.



Qualifying family member will be included but not limited to parents, children, grandparents, etc

SICK DAYS

Remember...

- An employee may call-out sick
- The employee does not have to disclose the nature of their illness to their supervisor



MEDICAL DOCUMENTATION

- *Classified Staff*
- After more than three (3) consecutive days being absent the employee is required to provide medical documentation
- More than five (5) days of sick absence requires that employee contact the HR Specialist for Time and Leave to discuss leave options
- Medical Documentation should be given to HRS



MEDICAL DOCUMENTATION

- **Instructional**
- Five (5) days of sick absence requires medical documentation
- More than five (5) days of sick absence requires that employee contact the HR Specialist for Time and Leave to discuss leave options
- Medical Documentation should be given to HRS



ANNUAL LEAVE REQUESTS

Must be requested well in advance [about fifteen (15) days before] or follow your department's process

Supervisor has the right to deny request or ask the employee to change the dates of request depending on the needs of the department

Requests for five (5) or more days requires an Annual Leave form to be completed in advance, signed by the supervisor and sent to HRS

HRS has the right to deny requests if employee does not have any annual time to cover the request

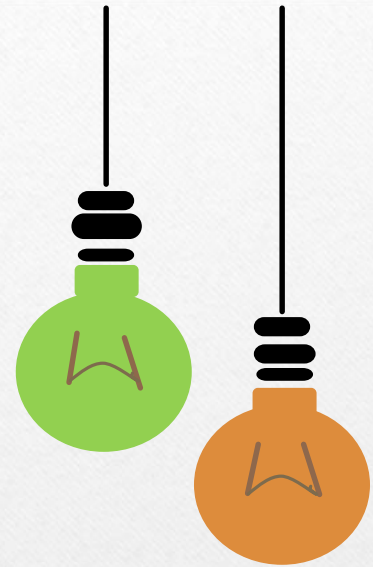
MANAGER'S RIGHTS

- Manager has the right to ask the employee to change their annual leave request to fit the needs of the department
- Manager has the right to question a pattern of sick time abuse and report it to HRS
- Manager has the right to create a schedule for the department to fit the department's needs
- Manager has the right to create a department Time and Leave expectations based on the respective contracts



MANAGER'S RESPONSIBILITY

- Track time and leave for all employees
- Check that the timesheet is accurate, DO NOT JUST SIGN
- Submit timesheets to HRS
- Notify HRS when an employee is absent for more than (5) days due to an illness/injury
- Notice a pattern of time and leave abuse
- Counsel employees when time is being abused
- If after counseling an employee continues to abuse time, manager should document the abuse



EMPLOYEE'S RESPONSIBILITIES AND RIGHTS

- ❖ Must record accurate time on their timesheet
- ❖ Keep their timesheet up to date
- ❖ Manage their time so they are not Overcap
- ❖ Must request time off in a timely manner and adhere to department time and leave rules
- ❖ Contact HRS and department if they plan to be absent five (5) or more days due to an illness or injury
- ❖ Employee has a right to their time and to take their time within reason



**TYPE
OF
LEAVES**

1 Family Medical Leave (FMLA)

2 Authorized Medical Leave

3 Paid Parental Leave (PPL)-Instructional

4 Child Care Leave

5 Military Leave

6 Dedicated Sick Leave (DSL)

7 Catastrophic Sick Leave (CSLB)

CONTACT US

Selyna Quiñones-Gomez
HR Specialist for Time and Leave
Squinones@brooklyn.cuny.edu

Lynda Sobieski
HR Manager of Classified Operations
LyndaS@brooklyn.cuny.edu

Debra Quashie
Deputy Director of Human Resource Services
Dquashie@brooklyn.cuny.edu

**Office Hours: Monday through Friday
9am-5pm**