

Time and Leave
(Full-Time Instructional Staff)

Office of Human Resource Services (HRS)

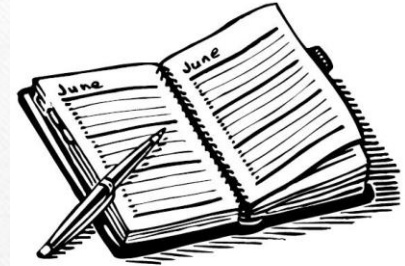
Wednesday, April, 10, 2019

3:00pm to 4:00pm

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 Calculation
 - ❖ Holiday Schedule
 - ❖ Medical Documentation
 - ❖ Overcap Report
 - ❖ Annual Leave Report
 - ❖ Types of Leaves
 - ❖ Timesheets

CATEGORIES OF TIME

- ❖ Annual Days
- ❖ Unscheduled Holidays
- ❖ Sick Days
- ❖ Bereavement Days
- ❖ Jury Duty

TIME CALCULATIONS

❑ **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 accrue 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

Sick Cap – 160 Days

Annual Cap – 45 Days

UNSCHEDULED HOLIDAYS

□ 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

❖ Immediate family defined as

- Spouse
- Natural, Foster or Step
 - Parent
 - Father-in-law
 - Mother-in-law
 - Sibling
 - Child
 - Grandparent
- Grandchild
- any relative residing in the same household
 - Domestic partner and his/her
 - child
 - parent
 - any relative residing in the same household

❖ Proof of bereavement must be provided to HRS



REQUESTING ANNUAL LEAVE

- ❖ Must be requested well in advance (about fifteen (15) days before or follow your department's process
- ❖ Supervisor has the right to deny it or ask you to change the dates depending on the needs of the department
- ❖ An Annual Leave form must be filled out in advance signed by the supervisor and sent to HRS if five (5) or more days
- ❖ HRS has the right to deny if employee does not have any annual time

THE CITY UNIVERSITY OF NEW YORK EMPLOYEE HOLIDAY AND ANNUAL LEAVE PERIODS

September 1, 2018 through August 31, 2019

Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group.

The Annual Leave Period of all employees is September 1, 2018 – August 31, 2019. Employees should use their leave accruals within this period. Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

Holidays			GROUP 1 Non-teaching Instructional (ECP, HEOs, CLTs, Research Assts/Assocs, Librarians) Classified Service White Collar (Clerical, Professional, Administrative, Managerial)	GROUP 2 Classified Service Blue Collar (Custodial, Stores-Stock, and Security)	GROUP 3 Skilled Trades Bargaining Unit (Section 220) (except Laborers)	GROUP 3L Laborers Only (Section 220)	GROUP 4 CUNY Theatre Technician Titles
Labor Day	Monday	9/03/18	Y	Y	Y	Y	Y
Columbus Day	Monday	10/08/18	Y	Y	Y	Y	N
Election Day	Tuesday	11/06/18	N	Y	Y	Y	N
Veterans Day	Sunday	11/11/18	N	Observed Mon 11/12/18	Observed Mon 11/12/18	Observed Mon 11/12/18	N
Thanksgiving Holiday: Thanksgiving / Day After Thanksgiving	Thursday	11/22/18	Y	Y	Y	Y	Y
	Friday	11/23/18	Y	Y	N	N	N
Christmas Holiday: Christmas Eve, Christmas Day	Monday	12/24/18	Y	Y	N	N	Y
	Tuesday	12/25/18	Y	Y	Y	Y	Y
New Year's Holiday: New Year's Eve, New Year's Day	Monday	12/31/18	Y	Y	N	N	Y
	Tuesday	1/01/19	Y	Y	Y	Y	Y
Martin Luther King, Jr. Holiday	Monday	1/21/19	Y	Y	Y	Y	Y
Lincoln's Birthday	Tuesday	2/12/19	Y	Y	Y	N	N
Presidents' Day	Monday	2/18/19	Y	Y	Y	Y	N
Memorial Day	Monday	5/27/19	Y	Y	Y	Y	Y
Independence Day	Thursday	7/04/19	Y	Y	Y	Y	Y
Unscheduled Holidays*			4	1	0	0	0
Employees normally scheduled to work on a Saturday or Sunday			For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday <u>instead of</u> the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.	Observe holidays as listed.	

* EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.

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Labor Day	Monday	9/02/19	Y	Y	Y	Y	Y
Columbus Day	Monday	10/14/19	Y	Y	Y	Y	N
Election Day	Tuesday	11/05/19	N	Y	Y	Y	N
Veterans Day	Monday	11/11/19	N	Y	Y	Y	N
Thanksgiving Holiday: Thanksgiving/ Day After Thanksgiving	Thursday	11/28/19	Y	Y	Y	Y	Y
	Friday	11/29/19	Y	Y	N	N	N
Christmas Holiday: Christmas Eve, Christmas Day	Tuesday	12/24/19	Y	Y	N	N	Y
	Wednesday	12/25/19	Y	Y	Y	Y	Y
New Year's Holiday: New Year's Eve, New Year's Day	Tuesday	12/31/19	Y	Y	N	N	Y
	Wednesday	1/01/20	Y	Y	Y	Y	Y
Martin Luther King, Jr. Holiday	Monday	1/20/20	Y	Y	Y	Y	Y
Lincoln's Birthday	Wednesday	2/12/20	Y	Y	Y	N	N
Presidents' Day	Monday	2/17/20	Y	Y	Y	Y	N
Memorial Day	Monday	5/25/20	Y	Y	Y	Y	Y
Independence Day	Saturday	7/04/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Observed Fri 7/3/20	Y
Unscheduled Holidays*			4	1	0	0	0
Employees normally scheduled to work on a Saturday or Sunday			For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday <u>instead of</u> the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.	Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.	Observe holidays as listed.	

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SICK DAYS



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

Be Courteous! If you have pre-scheduled medical appointments tell your Supervisor beforehand



MEDICAL DOCUMENTATION

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



JURY DUTY

- Employees who serve as jurors receive their regular salary provided they furnish the HRS with a copy of the summons to serve



ANNUAL LEAVE REPORT

- ❖ Received by the employee no later than June 1st
- ❖ Record of all time taken between September 1st to April 30th
- ❖ Predicts annual and sick leave accruals until August 31st



OVERCAP REPORT

- A report that is sent to employees who are projected to be over their Annual Leave Cap by August 31st
- Sent by the first week in March
- Reflects days as of January 31st



TYPES OF LEAVES

FMLA

Authorized Medical Leave

Paid Parental Leave (PPL)

Child Care leave

Military Leave

Dedicated Sick Leave

Catastrophic Sick Leave

FAMILY AND MEDICAL LEAVE ACT (FMLA)

- ❖ To be eligible for FMLA employees must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave
- ❖ FMLA allows employees to take time off to fulfill certain caretaking responsibilities or to recuperate from a serious illness
- ❖ Helps employees balance the demands of work with personal and family needs
- ❖ Leave that protects an employee's job, while the employee takes time to recover from a serious illness, care for an ailing family member or care for a new child

AUTHORIZED MEDICAL LEAVE

- ❖ Employees are placed on Authorized Medical Leave in two situations:
 1. They are not eligible for FMLA and need to go out for a qualifying instance
 2. They have exhausted FMLA and need to continue to be absent



PAID PARENTAL LEAVE (PPL)

- ❖ Paid Parental Leave allow leave for up to eight consecutive weeks to care for a newborn child, or for a child, up to five years of age, who has been formally placed with the employee for adoption.



PPL GUIDELINES

- ❖ Must have at least one year full-time CUNY service
- ❖ Must fill-out a PPL application at least ninety (90) calendar days prior to date of leave, impending birth or placement with employee for adoption
- ❖ Must submit proof of birth or adoption



CHILD CARE LEAVE



- ❖ This leave is granted without pay to any employee for the care and/or support of child (either through natural child birth or by adoption of an infant child up to four years of age)
- ❖ Can be used to augment **Paid Parental Leave**
- ❖ Pregnant employees must exhaust sick and annual leave balances before child care leave can be granted

MILITARY LEAVE

- ❖ To provide employees who are recalled from the reserves to active military service with the ability to maintain employment and receive certain benefits



DEDICATED SICK LEAVE PROGRAM (DSL)

- ❖ Allows employees who are employed full-time on an annual salary basis to donate and/or annual leave as sick leave by a seriously ill or injured eligible employee who has been designated by the donor.



DSL CRITERIA

Recipient:

- ❖ Must have two (2) years of continuous full-time service at CUNY
- ❖ Illness or injury cannot be job-related
- ❖ Illness or injury must require and absence of at least thirty (30) working days
- ❖ All time and leave balances must be exhausted

Donor:

- ❖ Employees with fewer than five (5) years of continuous full-time CUNY service may only dedicate annual time

DSL CON'T

- ❖ Recipient may receive up to one-hundred and twenty (120) days or six (6) months of paid sick leave, whichever is greater, in any one (1) program year (September 1- August 31)
- ❖ Donations must be made in increments of one (1) day
- ❖ A/L donated will be credited as one (1) full day
- ❖ S/L donated will be credited as one-half (1/2) day
- ❖ Max of S/L allowed to be donated is ten (10) days per donor
- ❖ No Max on A/L allowed to be donated

CATASTROPHIC SICK LEAVE PROGRAM (CSLB)

- ❖ The Catastrophic Sick Leave is a pool of sick leave and annual leave voluntarily donated by individuals who are employees full-time for potential use as sick leave by eligible full-time employees who are also donors to the bank
- ❖ Eligible employees may receive up to ninety (90) days in one (1) program year
- ❖ Eligibility to receive and donate is the same as DSL
- ❖ Enrollment period is once a year and usually begins on October 1st

TIMESHEETS

- ❖ Due by dates according to schedule below
- ❖ Must be emailed to BCtime@brooklyn.cuny.edu*
- ❖ PDF Naming Convention HEO/CLT/Research Asst:

- INST_DEPT_Pay period

Ex: [INST_HRS_PP 1](#)

Faculty and ECP

- INST_DEPT_Month Year

Ex: [INST_HRS_Mar 2017](#)

- ❖ Email Subject Line:

Dept_Inst_Mar 2017

Ex: [HRS_INST_Mar 2017](#)



***Requests for time balances must also be requested through this email, please allow 24-48 hours for response**

BROOKLYN COLLEGE
Office of Human Resource Services
 2900 Bedford Avenue Brooklyn, NY 11210

Full-Time Employee Bi-Weekly Timesheet Submission Schedule 2019 - 2020

For represented HEO and CLT title series employee.

Timesheet Period	Period Holidays/Closures	Timekeeper Entry Deadline
7 06/02/19 – 06/15/19		Wednesday, June 19, 2019
8 06/16/19 - 06/29/19		Wednesday, July 3, 2019
9 06/30/19 – 07/13/19	Independence Day 07/04/19	Wednesday, July 17, 2019
10 07/14/19 - 07/27/19		Wednesday, July 31, 2019
11 07/28/19 - 08/10/19		Wednesday, August 14, 2019
12 08/11/19 – 08/24/19		Wednesday, August 28, 2019
13 08/25/19 - 09/07/19	Labor Day 09/02/19	Wednesday, September 11, 2019
14 09/08/19 - 09/21/19		Wednesday, September 25, 2019
15 09/22/19 - 10/05/19		Wednesday, October 09, 2019
16 10/06/19 - 10/19/19	Columbus Day 10/14/19	Wednesday, October 23, 2019
17 10/20/19 - 11/02/19		Wednesday, November 6, 2019
18 11/03/19 - 11/16/19		Wednesday, November 20, 2019
19 11/17/19 - 11/30/19	Thanksgiving Holidays 11/28/19 Day after Thanksgiving 11/29/19	Wednesday, December 4, 2019
20 12/01/19 - 12/14/19		Wednesday, December 18, 2019
21 12/15/19 - 12/28/19	Christmas Eve 12/24/19 Christmas Day 12/25/19	Thursday, January 02, 2020
22 12/29/19 - 01/11/20	New Year's Eve 12/31/19 New Year's Day 01/01/20	Wednesday, January 15, 2020
23 01/12/20 - 1/25/20	Martin Luther King, Jr. Holiday 01/20/20	Wednesday, January 29, 2020
24 01/26/20 - 02/08/20		Thursday, February 13, 2020
25 02/09/20 - 02/22/20	Lincoln's Birthday 02/12/20 Presidents' Day 02/17/20	Wednesday, February 26, 2020
26 02/23/20 – 03/07/20		Wednesday, March 11, 2020
1 03/08/20 - 03/21/20		Wednesday, March 25, 2020
2 03/22/20 - 04/04/20		Wednesday, April 08, 2020
3 04/05/20 - 04/18/20		Wednesday, April 22, 2020
4 04/19/20 - 05/02/20		Wednesday, May 6, 2020
5 05/03/20 - 05/16/20		Wednesday, May 20, 2020
6 05/17/20 - 05/30/20	Memorial Day 05/25/20	Wednesday, June 3, 2020
7 05/31/20 - 06/13/20		Wednesday, June 17, 2020

TIMESHEET DON'TS

- ❖ Don't submit timesheets for different pay periods in one PDF, you can send them in the same email, but different PDF's by pay period
- ❖ Don't forget to send timesheets in a timely manner
- ❖ Don't email Bctime for non-timesheet related issues
- ❖ Don't sign in and out on days you are not in and also indicate time taken, if you are not in there should be no time filled in
- ❖ Don't scan a timesheet yourself, a supervisor or timekeeper must do it

FULL TIME NON-TEACHING INSTRUCTIONAL STAFF TIME SHEET			
NAME:	Selyna Quinones	TITLE:	Public Education Assistant (PEA), Non-Exempt, Included
CUNYFIRST EMPL ID:	15021980	SUPERVISOR:	Debra Quashie
PHONE:	5377	TIMEKEEPER:	Peggy Sainte
DEPARTMENT:	Human Resources	ASSIGNED WORK SCHEDULE:	M-F 9-5
LOCATION:	1219 Boylan	PERIOD BEGINNING:	3/12/2017 <small>Enter Begin Date for Timesheet in the format shown</small>

Instructions: Please see the attached detailed instructions for completing the time sheet.

The daily record of time and attendance is based on the 24-Hour Clock. Please also see the attached 24-Hour Clock conversion chart.

Daily Record (Completed by Employee)					Used Accrued Time (Completed By Employee)				HR Use Only			
DAY and DATE	IN	LUNCH		OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
		OUT	IN									
Sunday, March 12, 2017					0:00							
Monday, March 13, 2017					0:00		7.00					
Tuesday, March 14, 2017					0:00			7.00				
Wednesday, March 15, 2017					0:00	7.00						
Thursday, March 16, 2017	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Friday, March 17, 2017	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00							
Saturday, March 18, 2017					0:00							
Total For The Week					14:00	7.00	7.00	7.00	0.00			

Daily Record (Completed by Employee)					Used Accrued Time (Completed By Employee)				HR Use Only			
DAY and DATE	IN	LUNCH		OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
		OUT	IN									
Sunday, March 19, 2017					0:00							
Monday, March 20, 2017					0:00							
Tuesday, March 21, 2017	9:00 AM	12:00 PM	1:00 PM	6:00 PM	6:00				Hot			
Wednesday, March 22, 2017	9:00 AM	1:00 PM	2:00 PM	5:00 PM	7:00							
Thursday, March 23, 2017	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Friday, March 24, 2017	9:00 AM	2:00 PM	3:00 PM	3:00 PM	5:00		2.00					
Saturday, March 25, 2017					0:00							
Total For The Week					27:00	0.00	2.00	0.00	0.00			
Total For The Period					41:00	7.00	9.00	7.00	0.00			

Other Leave Legend
 CTU - Comp Time Used
 HOL - Holiday
 HS - Health Screening (4 hr max per calendar year)
 JD - Jury Duty
Other Leave Legend (HR Use Only)
 CCL - Child Care Leave
 FML - Family Medical Leave
 LWOP - Leave Without Pay
 ML - Military Leave
 PPL - Paid Parental Leave
 WC - Worker's Compensation

Employee Certification: By signing below I hereby certify that the time reported is accurate.

Employee Signature: _____
 Supervisor Signature: _____
 Timekeeper Signature: _____

Month & Year March 2017

Rank	Name	Dates of Annual (if no absence, write none)	Unscheduled Holiday(s)	Dates of Sick (if no absence, write none)	Summer Pay Back Hrs (If Applicable) Plan D	Date of F/T Appt.
ASST ADMIN	Doe, Jane	<u>1, 2, 3 (2 hrs)</u>	<u>20th</u>	<u>21 (4 hrs), 23</u>		6/3/2018

I hereby certify that the above is a true record of all absences in this department.

Signature of Chairperson or Office Head

Print Name of Chairperson or Office Head

CONTACT INFORMATION

Selyna Quiñones-Gomez

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