

Time and Leave
(Full-Time Classified Staff)

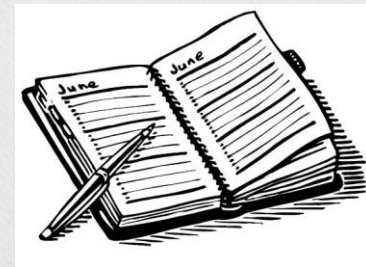
Office of Human Resource Services (HRS)

Wednesday, April 10, 2019

2:00pm to 3:00pm

AGENDA

- Time Calculation
- Holiday Schedule
- Sick Leave, Sick Restriction and Medical Documentation
- 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 1.000 day per month*

- $1.000 \times 12 \text{ months} = 12 \text{ days per year}$
- 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)

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

MAXIMUM ACCRUALS

➤ Accrual Caps*

❑ *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 your specific Trade contract

LATENESS PENALTIES

For Lateness of

The Penalty is

7-10 Minutes

15 minutes

11-20 minutes

30 minutes

21-35 minutes

45 minutes

36-50 minutes

1 hour

51-1 hour 6 minutes

1 hr 15 mins

Thereafter

Like multiples
added to 1 hr 15 mins

UNSCHEDULED HOLIDAYS

- Every **September 1st** employees receive unscheduled holidays
- 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 advance**, in the same way annual leave is requested.



***Must be taken in increments of one (1) whole day, cannot take hours, this means:**

35-hour employee one (1) day = 7 hours of U/H

40-hour employee one (1) day = 8 hours of U/H

Example: Employee is 35-hour employee and they work 8am to 6pm on Monday and they take a U/H day 7 hrs will be U/H 2 hrs will be A/L

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
 - 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 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

BROOKLYN COLLEGE

**WHITE COLLAR CLASSIFIED STAFF
APPLICATION FOR ANNUAL LEAVE**

INSTRUCTIONS: This form is to be used in requesting 4 days or more annual leave and is to be completed by staff member and reviewed by Chairperson or Supervisor at least (2) weeks prior to desired time off, forward the Office of Human Resources. If the application is not approved, the employee and the supervisor will be advised by the Office of Human Resources.

Name _____ CUNYfirst Empl ID # _____

Department _____ Title _____

I hereby apply for Annual Leave for the period:

From _____ To _____

Signature _____ Date _____

Recommendation of:	<u>Approved</u>	<u>Disapproved</u>	<u>Signature</u>	<u>Date</u>
Chairperson/Supervisor	_____	_____	_____	_____
Additional Approval*	_____	_____	_____	_____
Personnel Officer	_____	_____	_____	_____

<u>FOR COLLEGE PERSONNEL OFFICE USE</u>	
Total leave days on record to date:	_____
Total leave days to be used:	_____
Annual leave days remaining:	_____
Signature: _____	Date: _____
Title: _____	

* Additional approval may be required by the college.

*Blue Collar departments have their own forms
(Facilities and Campus and Community Safety Services)

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.

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

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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
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SICK DAYS



- ❖ You may call-out sick
- ❖ You do not have to disclose the nature of your illness to your supervisor
- ❖ **Be Courteous!** If you have pre-scheduled medical appointments tell your Supervisor beforehand



MEDICAL DOCUMENTATION

- ❖ After three (3) consecutive days being absent on the fourth (4th) day employee is required to provide medical documentation
- ❖ More than five (5) days of sick absence requires that employee contact HRS (Selyna) to discuss leave options
- ❖ Medical documentation should be given to HRS.
- ❖ If you are out more that five (5) days HRS must receive medical documentation indicating you can return to work without restrictions BEFORE you can return to work

SICK RESTRICTION

An employee is placed on Sick Restriction if:

undocumented sick leave is taken more than five (5) times in a six (6) month sick leave period or more than four (4) times on a day before or after a weekend or holiday, in a sick leave period.

Sick Leave Periods are:

January 1st to June 30th

July 1st to December 31st

HOW DO I REMOVE MYSELF FROM SICK RESTRICTION?

The employee must submit medical documentation for every utilization of sick leave during the following sick leave period. Once a sick leave period is completed in which **undocumented** sick leave is not taken more than two (2) times the employee will be removed

Example: Employee is placed on Sick Restriction due to undocumented absence in the period of July-December, they must submit medical documentation for sick days taken from January to June.



JURY DUTY

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

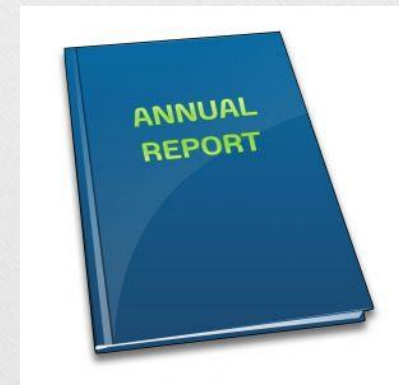


ANNUAL LEAVE REPORT

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

Reminder:

All timesheets/timecards must be submitted by May 10th in order to make deadline for report to be generated



TYPES OF LEAVE

Family Medical Leave (FMLA)

Authorized Medical Leave

Child Care Leave

Military Leave

Dedicated Sick Leave Program

Catastrophic Sick Leave Program

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 (up to 12 weeks)
- ❖ 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



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)
- ❖ Pregnant employees must exhaust annual leave balances before child care leave can be granted

MILITARY LEAVE

- To provide employees who are called 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 sick and/or annual leave as sick leave to a seriously ill or injured eligible employee who has been designated by the donor.



DSL ELIGIBLE TITLES

Full-Time members of:

- ❖ Classified
- ❖ Classified Managerial
- ❖ Non-represented Staff including those employed at Education Opportunity Centers
- ❖ Skilled Trade represented by DC 37 (Laborer, Locksmith and High Pressure Plant Tender)
- ❖ Represented by Teamsters Local 237 (Maintenance Worker, Cement Mason, Roofer and Plasterer)

DSL INELIGIBLE TITLES

- ❖ All other skilled trade employees and employees represented by IATSE, Local One are presently excluded

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 donate 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

APPLYING FOR LEAVE

- For further information on Leaves of Absences or to go on leave please contact:

Selyna Quiñones-Gomez

HR Specialist for Time and Leave



TIMESHEETS

- Timesheet or card are due by the 5th of the following month

Example: February timesheets/timecards would be due on March 5th

- **White Collar Timesheets** must be emailed to:
BCTime@brooklyn.cuny.edu*



- Send in PDF format
- Naming Convention:
- Dept_Last_First_Initial_Month_Yr
- Email Subject Line: Dept_WC_MonthYR
- **NO COVER SHEET!!!!**

***White Collar Employees requests for time balances must also be requested through this email, please allow 24-48 hours for response**

TIMESHEET DON'TS

- ❖ Don't submit timesheets for different months in one PDF, you can send them in the same email, but different PDF's by Month
- ❖ Don't submit all employees in one PDF, there should be one PDF per employee per month, they can all be sent in one email
- ❖ Don't forget to send timesheets in a timely manner
- ❖ Don't email Bctime for non-timesheet related issue or copy an HRS employee on the timesheet submission, Bctime is monitored by HRS employees
- ❖ 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

BROOKLYN COLLEGE

ADMINISTRATIVE CIVIL SERVICE TIME SHEET

MONTH/YEAR March 2017

CUNYfirst Empl ID 15021980

NAME Selyna Quiñones

DEPARTMENT HRS

DATE	TIME IN	SIGNATURE	TIME OUT	SIGNATURE	REMARKS
1	9:00am	<i>Selyna Quiñones</i>	5:00pm	<i>Selyna Quiñones</i>	
2	9:00am	<i>Selyna Quiñones</i>	2:00pm	<i>Selyna Quiñones</i>	no lunch/ 2 hrs A/L
3	-		-		A/L
4	Sat				
5	Sun				
6	9:15am	<i>Selyna Quiñones</i>	5:00pm	<i>Selyna Quiñones</i>	.5 hrs A/L/ Late
7	9:00am	<i>Selyna Quiñones</i>	7:00pm	<i>Selyna Quiñones</i>	
8	-		-		Holiday
9	-		-		Jury Duty
10	-		-		U/H
11					
12					

CONTACT INFORMATION

Classified Staff- 1219 Boylan Hall

718-951-5377

White Collar-Selyna Quiñones-Gomez

Squinones@brooklyn.cuny.edu

Blue Collar-Brenda Campfield

BrendaC@brooklyn.cuny.edu

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.