

THE CITY UNIVERSITY OF NEW YORK

PERSONNEL POLICY BULLETIN: 3-94 DATE: 4/15/94

REGULATION REFERENCE NO.: 6.1.1.:Attendance
Time and Leave
see also PPB 13-90
chart:TRANS3

INDEX REFERENCE: Terminal Leave
Employees in 220 titles

The following correspondence was received from Michael Stanisich of the Office of Labor Relations on March 31, 1994 in response to a question regarding the CUNY service requirements for eligibility for terminal leave benefits for a 220 employees. As is true for white and blue collar employees as well, service credit within the University, for terminal leave as well as most other leave categories, begins as of the date of original appointment to the University. The guiding policy (see 13-90 chart trans3) for 220 employees even when transferred in a **HARD TO RECRUIT** title states

SERVICE

NONE

Clock starts as of date of appointment to title in CUNY

I have attached copies of the two documents which he cites. They support my earlier guidance to Lehman College that CUNY employees in 220 titles, similar to all other white and blue collar University employees, do not receive terminal leave if they have less than ten years of CUNY service. "Terminal leave with pay shall be granted prior to final separation to employees who have completed at least ten years of service." University employees are given credit for prior service at another jurisdiction only if service has been included under the definition of "original appointment date" located in CUNY Personnel Regulation 1.2.24 or within Personnel Policy Bulletin 13-90 or Interpretive Memorandum 9-90.

Attachments

APPROVED
[Signature]
University Personnel Director
4/15/94



THE CITY OF NEW YORK
OFFICE OF LABOR RELATIONS

40 Rector Street, New York, N.Y. 10006

RANDY L. LEVINE

Commissioner

JAMES F. HANLEY

First Deputy Commissioner

MARLENE A. GOLD

Deputy Commissioner

March 15, 1994

Rosmarie O'Rourke
University Personnel Office
CUNY
535 East 80th Street
New York, NY 10021

Dear Ms. O'Rourke:

This letter is in regards to your question on terminal leave for prevailing rate employees. Appendix A of the Comptroller's Time and Leave Regulations is the appropriate document for "220 employees" while the Citywide agreement covers only those titles listed in its index.

Terminal Leave is found in Section 10, Article 1 of Appendix A. The language in this section references the Career and Salary Leave Regulations which therefore must be read in conjunction with Appendix A.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Michael Stanisich', is written over a light-colored background.

Michael Stanisich
Labor Relations Analyst

2.8 INTERPRETATIONS

- A. In addition to significant verified and unforeseen public transportation delays, the phrase "transportation circumstances beyond the ability of the tardy employee to control" encompasses other circumstances which may arise after an employee leaves for work and which cannot be anticipated (e.g., elevator breakdown or private transportation breakdowns).

2.9 TERMINAL LEAVE

- 2.9 a. Effective January 1, 1975, the terminal leave provision for all employees except as provided in paragraphs b. and c. below shall be as follows:

Terminal leave with pay shall be granted prior to final separation to employees who have completed at least ten (10) years of service on the basis of one (1) day terminal leave for each two (2) days of accumulated sick leave up to a maximum of one hundred twenty (120) days of terminal leave. Such leave shall be computed on the basis of work days rather than calendar days.*

- b. Any employee who as of January 1, 1975 has a minimum of fifteen (15) years of service as of said date may elect to receive upon retirement a terminal leave of one (1) calendar month for every ten (10) years of service prorated for a fractional part thereof in lieu of any other terminal leave. However, any sick leave taken by such employees subsequent to July 1, 1974 in excess of an average annual usage of six (6) days per year shall be deducted from the number of days of terminal leave to which the employee would otherwise be entitled at the time of retirement, if the employee chooses to receive terminal leave under this paragraph.* Per diem employees who qualify under Section 1.2 of these Regulations are excluded from this provision b.

- * For an agency whose presently existing rules (as of June 30, 1956) permit the use of sick leave credits of an employee in connection with terminal leave with pay upon retirement, the agency is authorized to grant an employee on staff prior to the effective date of these Regulations but who retires subsequent thereto, either terminal leave with pay as specified in Regulation 2.9 or terminal leave with pay calculated under such presently existing agency rules, whichever is the most liberal for the employee; provided that the sick leave balance used in application of the agency formula does not exceed the sick leave balance to the credit of the employee at the time these Regulations go into effect (July 1, 1956).

Section 10

Terminal Leave shall be allowed to employees who work at least 250 days per year at the rate of one month for every ten years of service, (a) the rates of which are fixed in accordance with a Comptroller's determination made under Section 220 of the Labor Law of the State of New York, and (b) of service under the Career and Salary Plan Leave Regulations, pro-rated for a fractional part thereof.

If the employee so selects, and as an alternative to the above method of computation, his Terminal Leave allowance may be computed on the basis of one day of Terminal Leave for each two days of unused sick leave accumulation, to a maximum of one hundred (100) days Terminal Leave Allowance. Under the latter option, Terminal Leave shall be computed on the basis of work days, rather than calendar days.

II - SICK LEAVE ALLOWANCESection 1

Sick leave allowance of one day per month of service shall be credited to permanent employees, provisional employees and temporary employees and shall be used only for personal illness of the employee.

Section 2

Sick leave allowance shall be cumulative up to a maximum of 180 work-days. After this maximum is reached, no more sick leave credits may be earned by the employee except to the extent of restoring credits subsequently drawn for sick leave and thereby building up accruals again to the maximum of 180 work-days. Existing balances to the credit of employees at the time of adoption of these regulations shall remain to their credit.

Section 3

Sick leave may be granted in the discretion of the agency head and proof of disability must be provided by the employee, satisfactory to the agency head. Presentation of a physician's certificate in the prescribed form may be waived for absences up to and including three consecutive work days. In a case of a protracted disability, such certificate shall be presented to the agency head at the end of each month of continued absence.

Section 4

The normal unit for computation of sick leave shall be not less than one-half day. The agency head may authorize smaller units of charge in exceptional and unusual circumstances. Credits cannot be earned for the period an employee is on leave of absence without pay. For the earning of sick leave credits, the time recorded on the payroll at the full rate of pay, and the first six months of absence while receiving Workman's Compensation payments shall be considered as time "served" by the employee.

In the calculation of sick leave credits, a full month's credit shall be given to an employee who has been in full pay status for at least 15 calendar days during that month, provided however, that (a) where an employee has been absent without pay for an accumulated total of more than 30 calendar days in the vacation year, he shall lose the sick leave credits earnable in one month for each 30 days of such accumulated absence even though in full pay status for at least 15 calendar days in each month during this period, and (b) if an employee loses sick leave credits under this rule for several months in the vacation year because he has been in full pay status for fewer than 15 days in each month, but accumulates during said months a total of 30 or more calendar days in full pay status, he shall be credited with the sick leave credits earnable in one month

The City University of New York



Office of the Vice Chancellor for Faculty and Staff Relations

535 East 80 Street, New York, N. Y. 10021
(212) 794-5344

December 23, 1993

To: Eugene Reiser
From: Rosemarie K. O'Rourke
Re: Terminal Leave 220 Employees

Rosemarie K. O'Rourke

Samuel T. Phillips has asked me to respond to your memorandum dated December 10, 1993. It is University practice and the current policy that terminal leave upon retirement is only granted to 220 employees who have 10 or more years of University service. Service credits as a CUNY employee begins upon appointment within the University. As per CUNY Civil Service Personnel Regulation 1.2.24, Original Appointment Date, an employee appointed to CUNY in 1986, is appointed as a new employee and would not be eligible for a terminal leave retirement benefit until 1996. The time and leave guidelines which identify the benefits which may be credited for an employee are found in Personnel Policy Bulletin 13-90, dated July 26, 1990, Time and Leave Provisions Governing Civil Service Appointments To and Within CUNY. Benefits for 220 employees (p.25) can only be accomplished through Reciprocal Agreement entered into by the Vice Chancellor. There is no reciprocal agreement on record for the title Maintenance Worker since it has not been identified as Hard To Recruit. However, even for titles identified by the Vice Chancellor as Hard To Recruit under the terms of PPB 13-90, found on chart TRANS3, located on page 16, service starts as of date of appointment to title in CUNY. It is University policy that service is not combined with service from another jurisdiction for employees in civil service titles for white collar, blue collar or 220 employees.

If, as you reason, a 220 employee is eligible to receive prorated terminal leave entitlement who has provide less that 10 years of service within the separate jurisdiction of CUNY, I need to inform all the colleges and not merely resolve this identified issue. I am requesting that you procure a written determination from the Comptroller's Office, since providing an entitlement to prorated terminal leave to a 220 employee would change the present practice within the University, I recall your indicating that

staff from the Office of Labor Relations declined to put their comment in writings. Therefore, since Appendix A is under the authority of the Comptroller's Office, the written opinion should I believe come from their office.

I will not be advising the college to make such a payment until written verification from the Comptroller's is received recommending such payment. I will inform the college of the status of their inquiry.

pc Samuel T. Phillips
 Helene Lund
 Judith Yoepp
 Jeanette Geraci
 reiser.darko

1.2.20. Position Classification means the process by which a position is assigned to an appropriate title based on the duties of the position and on the qualifications and specifications established.

1.2.21. Career Series means two or more titles ordered by increasing minimum pay, increasing responsibilities, or some other measure by which eligibility for successive higher titles is determined by promotional exam or by maturation.

1.2.22. Reclassification means the movement of a position from one title to another title in order to rectify a prior classification error or because of a permanent and material change of the duties of that position.

1.2.23. Covered-in means the continuation in service without further examination of an employee who was legally appointed to the classified or unclassified service of CUNY, whose position has been reclassified to a different class in the classified service.

1.2.24. Original Appointment Date means (1) for a CUNY employee with a permanent appointment as of July 1, 1979, the date of first such appointment in any agency under the jurisdiction of the New York City Department of Personnel followed by continuous service, or (2) for employees with a permanent appointment who transferred from the City of New York to CUNY in a permanent position after July 1, 1979 but prior to September 14, 1982, the date of first such appointment in any agency under the jurisdiction of the New York City Department of Personnel followed by continuous service, or for employees appointed to CUNY after July 1, 1979 from a competitive

service list that was promulgated prior to July 1, 1979, or for which the examination was announced prior to July 1, 1979, the date of first permanent appointment in a CUNY College or the date of first permanent appointment in agency under the jurisdiction of the New York City Department of Personnel, whichever is earlier, followed by continuous service, or (4) for an incumbent in the unclassified service of CUNY who does not have a prior permanent appointment in the classified service of CUNY, upon being "covered in" the classified service, subject to these Regulations, following the reclassification of the position, the date calculated to be the initial performance of the reclassified duties followed by continuous service in CUNY, or (5) for all others, the date of the first permanent appointment in CUNY, followed by continuous service, subject to these Regulations. A permanent appointment or reinstatement to a position following a break in continuous service shall be regarded as a new original appointment date.

1.2.25 Continuous Service means: for purpose of pay and benefits, see 2.3.1; for purpose of reinstatements see 5.9.1; for purpose of seniority on layoff see 7.1.1; for purpose of fingerprinting and filing fees, see 3.1.1.

1.2.26 Transfer and Reassignment, see 7.1.1

1.2.27. Maintenance Pay means all additions to base salary provided by CUNY including additions provided under negotiated agreement, which compensates employee for covered expenses (e.g., meal allowances, uniform allowances, etc.).

**THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
TRANSFER TO CUNY FROM ANOTHER JURISDICTION
IN A HARD TO RECRUIT TITLE**

ELIGIBILITY:

ONLY PERMANENT EMPLOYEES FROM ANOTHER JURISDICTION IN TITLES WHICH HAS BEEN DESIGNATED AS HARD TO RECRUIT BY THE VICE CHANCELLOR WHO ARE BEING TRANSFERRED TO CUNY TO A POSITION WITH THE SAME OR SIMILAR DUTIES

ADDITIONAL BENEFITS MAY BE GRANTED ON A TITLE BY TITLE BASIS AS A RESULT OF AN AGREEMENT WHICH MAY BE RECIPROCAL BETWEEN THE JURISDICTIONS

CIVIL SERVICE STATUS

PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE

At rate applicable as if all full-time preceding public service had been at CUNY

**GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:**

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

None

LONGEVITY**

As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous

SERVICE

None

Clock starts as of date of appointment to title in CUNY

SENIORITY

None

Clock starts as of date of transfer to CUNY

** At present, prior service ONLY applies if other jurisdiction employer is designated on CHART A under LONGEVITY



PERSONNEL POLICY BULLETIN NO.: 13-90 DATE: July 26, 1990

REGULATION REFERENCE NO.: 6.1.1 ATTENDANCE

INDEX REFERENCE TIME AND LEAVE PROVISIONS GOVERNING CIVIL

SERVICE APPOINTMENTS TO AND WITHIN THE
CITY UNIVERSITY OF NEW YORK

The attached document incorporates the Time and Leave Provisions governing the appointment process to positions within the civil service of The City University of New York. It delineates the provisions for twenty-four (24) different categories of appointment by identifying for each:

1. the civil service status and annual leave accrual rate, as well as
2. the guidelines for determining prior credit in the areas listed below:
 - a. annual leave balances
 - b. sick leave balances
 - c. longevity
 - d. service
 - e. seniority

Although an attempt has been made to identify all major appointment categories, please contact the University Personnel Director for a policy interpretation should an appointment question arise which requires additional guidance.

As a guide in locating the governing policies to be implemented for each appointment category, please consult the Index which can be found on pages I, II, III, and IV. Definitions of some terms are found on page 25. Charts identifying public employers which are external to CUNY and for whom special provisions may apply in certain circumstances can be found on pages 26 and 27. In addition, please consult Interpretive Memo 6-90 regarding the explicit policies which govern the Vacation Stretch provisions.

tmlvg/tlppb.rko5a

APPROVED
[Signature]

7/26/90

CUNY Civil Service Status: PROVISIONAL

CHART PAGE
NAME NUMBER

ELIGIBILITY CRITERIA

PROV1	1	NO prior CUNY or "city" service
PROV2	2	CUNY provisional on leave of absence for childcare, military, worker's comp
PROV3	3	Prior "city" provisional appointed following a break in service of 31 calendar days or less
PROV4	4	CUNY provisional re-appointed following a break in service of 31 calendar days or less
PROV5	5	Prior CUNY or "city" provisional re-appointed following a break in service of more than 31 calendar days
UNC1	18	Provisional appointment with prior CUNY unclassified service; NOT as a result of UNIVERSITY initiated reclassification
BETW1	17	Provisional appointment of permanent CUNY employee to a higher title at a different college; permanent status in lower title follows employee

CUNY Civil Service Status: Permanent

SPECIAL PROVISIONS GRANTED AS A CONSEQUENCE OF UNIVERSITY INITIATED CLASSIFICATION STUDIES CONDUCTED THROUGH DECEMBER 31, 1993

CHART PAGE
NAME NUMBER

ELIGIBILITY CRITERIA

UNC2	19	Permanent appointment of an employee with prior CUNY unclassified service AS A RESULT of a UNIVERSITY initiated reclassification
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CUNY Civil Service Status: PROBATIONARY (continued)

<u>CHART</u> <u>NAME</u>	<u>PAGE</u> <u>NUMBER</u>	<u>LIST</u> <u>ESTABLISHED</u> <u>BY</u>	<u>ELIGIBILITY CRITERIA</u>
UNC3	20	EITHER	Probationary appointment with immediately prior CUNY unclassified service; not as a result of a UNIVERSITY initiated reclassification
BETW1	17	EITHER	Probationary appointment of permanent CUNY employee to a higher title at a different college from a promotional list; permanent status in lower title maintained until probation completed
TRANS1	14	TRANSFER ROSTER ESTABLISHED BY CUNY	Transfer within CUNY in the same classified title from a transfer roster; Probation is called a TRIAL Period lasting for 3 months
TRANS2	15	NOT APPLICABLE	Transfer to CUNY of a Permanent employee of the "city" in a white or blue collar title designated by the Vice Chancellor as Hard To Recruit
TRANS3	16	NOT APPLICABLE	Transfer to CUNY from another jurisdiction of a Permanent employee in a title designated by the Vice Chancellor as Hard To Recruit
REIN1	21	NOT	All reinstatements have a 1 year probation see next page for types of reinstatements
REIN2	22	APPLICABLE	
REIN3	23		
REIN4	24		

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THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY

ELIGIBILITY:

PROVISIONAL APPOINTMENT WITH NO PRIOR CUNY , OR "CITY"
SERVICE

CIVIL SERVICE STATUS

PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE

At entry rate of civil service
accrual schedule in effect on date
of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

None

LONGEVITY

None

Clock starts as of date of
appointment to CUNY

SERVICE

None

Clock starts as of date of
appointment to title in CUNY

SENIORITY

None

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THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY
PRIOR "CITY" SERVICE

ELIGIBILITY:

ANY PROVISIONAL EMPLOYEE WITH PRIOR "CITY" SERVICE, OR
SERVICE IN ANOTHER JURISDICTION WHO IS APPOINTED
PROVISIONALLY TO CUNY FOLLOWING A BREAK IN SERVICE OF
31 CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH THEY
WERE PAID FOR ACTIVE(*) SERVICE

(*)Time on payroll solely for the payment of accrued annual
leave credit is NOT counted in determining the last day paid

CIVIL SERVICE STATUS

PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE

at entry rate of civil service
accrual schedule in effect on date
of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

None

LONGEVITY**

As of date of first civil service
appointment to CUNY, or to another
covered jurisdiction or employer
(minus time off payroll) provided
all service was continuous

SERVICE

None

Clock starts as of date of
appointment to title in CUNY

SENIORITY

None

** At present, prior service ONLY applies if other
jurisdiction or employer is designated on CHART A under
LONGEVITY

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THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY

ELIGIBILITY:

PROVISIONAL APPOINTMENT WITH PRIOR CUNY OR "CITY"
SERVICE WITH A BREAK IN SERVICE OF MORE THAN 31
CALENDAR DAYS FROM LAST DATE FOR WHICH THEY WERE PAID
FOR ACTIVE(*) SERVICE.

(*)Time on payroll solely for the payment of accrued annual
leave credit is NOT counted in determining the last date
paid

CIVIL SERVICE STATUS

PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE

At entry rate of civil service
accrual rate in effect on date of
THIS appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

None

LONGEVITY

None

Clock starts as of date of THIS
appointment to CUNY

SERVICE

None

Clock starts as of date of THIS
appointment to the title in CUNY

SENIORITY

None

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THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT TO CUNY FROM NYC CIVIL SERVICE LIST
PRIOR SERVICE IN ANOTHER JURISDICTION

ELIGIBILITY:

EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES FROM OTHER JURISDICTIONS WITH PRIOR PROVISIONAL STATUS IN THE FORMER JURISDICTION WHO ARE APPOINTED WITH CONTINUOUS SERVICE TO CUNY FROM AN ELIGIBLE LIST ESTABLISHED BY THE NYC DEPARTMENT OF PERSONNEL

CIVIL SERVICE STATUS	PROBATIONARY
ANNUAL LEAVE ACCRUAL RATE	At entry rate of civil service accrual schedule in effect on date of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES	Up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation
SICK LEAVE BALANCES	Up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation
LONGEVITY**	As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous
SERVICE	None Clock starts as of date of appointment to title in CUNY
SENIORITY	None Clock starts as of original appointment date to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

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list3

THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN CUNY FROM A CUNY OR CITY CIVIL SERVICE LIST
PRIOR CONTINUOUS SERVICE IN CUNY

ELIGIBILITY:

CUNY EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES WITH PRIOR PROVISIONAL OR PERMANENT STATUS WHO ARE APPOINTED WITH CONTINUOUS CUNY SERVICE FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR OR CITY PERSONNEL DIRECTOR

CIVIL SERVICE STATUS

PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE

At same rate and in same accrual original schedule of eligibility in effect for employee on date of first appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

Up to the maximum number of days earnable in two (2) years plus current year's earnings shall be credited when supported by official documentation

SICK LEAVE BALANCES

All sick leave balances supported by official documentation shall be credited

LONGEVITY**

As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll)

SERVICE

As of date of appointment to title in CUNY (minus time off payroll)

SENIORITY

None, if prior status was provisional
If prior status was permanent, clock started as of original appointment date to CUNY from a civil service list

* A former PROVISIONAL CUNY employee who was TERMINATED due to the ESTABLISHMENT of a civil service LIST and subsequently REHIRED from that LIST within 90 calendar days is eligible for these annual leave accrual rates, as well as a PROVISIONAL CUNY employee who RESIGNED and is REHIRED from a LIST and returns to payroll WITHIN 31 days from last day paid

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

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THE CITY UNIVERSITY OF NEW YORK
 EMPLOYEE TIME AND LEAVE PROVISIONS
 APPOINTMENT TO CUNY FROM CUNY CIVIL SERVICE LIST
 PRIOR SERVICE IN ANOTHER JURISDICTION

ELIGIBILITY:

EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES WITH PRIOR PERMANENT STATUS IN THE FORMER JURISDICTION WHO ARE APPOINTED WITH CONTINUOUS SERVICE TO CUNY FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR

CIVIL SERVICE STATUS

PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE

If jurisdiction or employer IS designated on CHART A under VACATION STRETCH: At rate applicable as if all full-time continuous preceding service had been at CUNY

If jurisdiction or employer is NOT designated on CHART A under VACATION STRETCH: At a rate based on service as determined by civil service schedule in effect on date of first appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
 ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

None

LONGEVITY**

As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous

SERVICE

None

Clock starts as of date of appointment to title in CUNY

SENIORITY

None

Clock starts as of original appointment date to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

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[Signature]

THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN CUNY FROM A CUNY OR CITY CIVIL
SERVICE LIST WITH PRIOR CONTINUOUS SERVICE IN CUNY
FROM COLLEGE ASSISTANT TITLE

ELIGIBILITY:

COLLEGE ASSISTANTS WHO ARE BEING APPOINTED TO A FULL-TIME CIVIL SERVICE POSITION FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR OR CITY PERSONNEL DIRECTOR, FOLLOWING A BREAK IN SERVICE OF 31 CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH THEY WERE PAID FOR ACTIVE(*) SERVICE

(*)Time on payroll solely for the payment of accrued annual leave credit is NOT counted in determining the last day paid

CIVIL SERVICE STATUS

PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE

College Assistants who have been consecutively re-appointed following their initial appointment whether prior to 7/1/85 or thereafter shall, upon appointment to a full-time position, have each year of consecutive service credited towards additional accumulation of annual leave benefits, provided that a break in service of not more than 31 days has occurred prior to full-time appointment

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

Up to the maximum number of days earnable in current vacation year (7/1 - 6/30 for College Assistant) may be credited when supported by official documentation

SICK LEAVE BALANCES

All sick leave balances supported by official documentation shall be credited

LONGEVITY

As of date of first civil service appointment (minus time off payroll) provided all service was continuous

SERVICE

None
Clock starts as of date of appointment to full-time title in CUNY

SENIORITY

None
Clock starts as of original appointment date to CUNY from a civil service list

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THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
TRANSFER TO CUNY BY AN EMPLOYER OF THE "City"
IN A HARD TO RECRUIT TITLE

ELIGIBILITY:

ONLY PERMANENT EMPLOYEES IN A WHITE OR BLUE COLLAR TITLE WHICH HAS BEEN DESIGNATED AS HARD TO RECRUIT BY THE VICE CHANCELLOR WHO ARE BEING TRANSFERRED TO CUNY TO A POSITION WITH THE SAME OR SIMILAR DUTIES

CIVIL SERVICE STATUS

PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE

At rate applicable as if all full-time preceding public service had been at CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

All annual leave balances up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation

SICK LEAVE BALANCES

All sick leave balances up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation

LONGEVITY**

As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous

SERVICE

None
Clock starts as of date of appointment to title in CUNY

SENIORITY

None
Clock starts as of date of transfer to CUNY

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

APPROVED

[Signature]

7/26/90

betw1

THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT OF PERMANENT EMPLOYEE TO A HIGHER TITLE
AT ANOTHER COLLEGE
OR
PROBATIONARY APPOINTMENT OF A PERMANENTLY CLASSIFIED EMPLOYEE
PROMOTED FROM A CIVIL SERVICE LIST TO A HIGHER TITLE
AT A DIFFERENT CUNY COLLEGE

ELIGIBILITY:

ONLY PERMANENT CUNY EMPLOYEE ACCEPTING A POSITION AT A DIFFERENT CUNY COLLEGE FROM A PROMOTIONAL CIVIL SERVICE LIST; OR, PERMANENT CUNY EMPLOYEE ACCEPTING A HIGHER PROVISIONAL POSITION FROM A VACANCY POSTING AT A DIFFERENT CUNY COLLEGE

CIVIL SERVICE STATUS

See also PPB 1-87

Provisional appointment of permanent employee to a higher title at another college: permanent status in lower title in transferred to the receiving college

Permanently classified employee promoted to a higher title from a civil service list at a different CUNY college: employee is placed on one year leave from permanent title at sending college while serving probation at receiving college; upon completion of satisfactory probation, leave line is ended

ANNUAL LEAVE ACCRUAL RATE

At same rate and in same original accrual schedule of eligibility as established at the sending college

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

Up to the maximum number of days earnable in two (2) years plus current year's unused earnings shall be credited when supported by official documentation

SICK LEAVE BALANCES

All sick leave balances supported by official documentation shall be credited

LONGEVITY**

As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service is continuous

SERVICE

As of date of appointment to title in CUNY (minus time off payroll)

SENIORITY

As of date of original appointment to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

APPROVED

THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PERMANENT OR PROBATIONARY APPOINTMENT TO CUNY
AS A RESULT OF UNIVERSITY INITIATED RECLASSIFICATION

ELIGIBILITY:

PERMANENT AND PROBATIONARY APPOINTMENTS WITH IMMEDIATELY PRIOR UNCLASSIFIED CUNY SERVICE; APPOINTED AS A RESULT OF UNIVERSITY INITIATED RECLASSIFICATION. SEE ALSO REGULATION 2.2.5

CIVIL SERVICE STATUS

Dependent on employee's prior service in performing the duties of the reclassified title will be either

(A) PERMANENT or (B) PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE

At a rate based on continuous years of service, whether in the classified or unclassified service, as calculated by civil service accrual schedule in effect on earliest date of continuous appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

All annual leave balances supported by official documentation shall be credited, provided that, in instances where balances exceed the maximum number of days earnable in two (2) years in a civil service title, those days in excess will be reduced to adhere to the civil service maximum within three (3) subsequent vacation years following the appointment to the civil service title. In instances where the annual leave is not reduced, the excess annual leave will be converted to increase the employee's sick leave balance.

SICK LEAVE BALANCES

All sick leave balances supported by official documentation shall be credited

LONGEVITY

Calculated through same method as used for identifying Seniority date (see below)

SERVICE

None

Clock starts as of date of appointment to classified title in CUNY

SENIORITY

If permanent - date on which duties were first performed becomes the original appointment date

If probationary - as of date of original appointment to the classified service title (i.e. date when probation began)

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THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
REINSTATEMENT FROM ANOTHER JURISDICTION
WITHIN ONE YEAR OF THEIR PRIOR SERVICE

ELIGIBILITY:

ONLY PERMANENT EMPLOYEES TO AN ELIGIBLE TITLE WITH THE SAME OR COMPARABLE DUTIES WHO FORMERLY SERVED IN ANOTHER JURISDICTION FOR AT LEAST ONE YEAR

CIVIL SERVICE STATUS PROBATIONARY for one (1) year as of date of reinstatement to CUNY

ANNUAL LEAVE ACCRUAL RATE At entry rate of civil service accrual schedule in effect on date of reinstatement to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES None

SICK LEAVE BALANCES* None

LONGEVITY** As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous

SERVICE None
Clock starts as of date of appointment to title in CUNY

SENIORITY None
Clock starts as of date of reinstatement to CUNY

NOTE

* At the discretion of the College Appointing Officer, the employee from another jurisdiction who is reinstated may be advanced up to a maximum which is the equivalent of two years accumulation of sick leave time for the title prior to its having been earned if such time has been verified as having been accrued at the prior jurisdiction (i.e since present white and blue collar contracts permit 12 days or 84 hours sick leave accumulation per year, in 1990 this benefit would equal 24 days or 168 hours). Upon completion of the probationary year at the receiving college, the college appointing officer may credit up to the equivalent of two years accumulation of sick leave or the balance, whichever is less, If the employee resigns or does not successfully complete the one year probation at CUNY, payment for any time which has been advanced will be recovered by the college such as a reduction in the final paycheck or other alternative means.

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

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THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
REINSTATEMENT WITHIN CUNY

ELIGIBILITY:

ONLY PERMANENT CUNY EMPLOYEES

- (1) Within one year of CUNY resignation, or retirement, or
- (2) Within four years from a preferred list as a result of abolition or reduction of position, or
- (3) Within one year after the cessation of a disability which was the result of occupational injury or disease as defined in the worker's compensation law; if no position exists to which the former employee may be reinstated, the person's name shall be placed on a preferred list and eligibility will continue for up to an additional four years

CIVIL SERVICE STATUS

PROBATIONARY for one (1) year as of date of reinstatement to CUNY

ANNUAL LEAVE ACCRUAL RATE

At rate attained prior to resignation or retirement. Time off payroll is not counted in determining when employee becomes eligible for higher accrual rate.

CREDITING OF:

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

All sick leave balances supported by official documentation shall be re-credited

LONGEVITY**

As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous

SERVICE

As of date of appointment to title in CUNY (minus time off payroll)

SENIORITY

As of original appointment date to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY

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G L O S S A R Y

SENIORITY DATE: The date of original appointment, in the competitive class from a civil service list in probationary status or to a title in the labor or non-competitive class to which layoff rights have been granted, provided service has been continuous; this date is used in determining inverse order for layoff.

SERVICE INCREMENT DATE: the date of first appointment to a specific title or title/level provided service has been continuous; this date is used in determining eligibility for negotiated salary increments based on length of time in a title or title/level; length of service in CUNY civil service titles includes provisional time

LONGEVITY INCREMENT: this identifies the number of years in which an employee has been in active CUNY and/or "CITY" service. It calculates total service often covering advancements through different classified positions although the time off payroll on an authorized leave without pay is not counted. The date at which the longevity clock starts is recalculated if there has been a break in continuous service. Eligibility is limited to employees with 15 years or more years of service in pay status who are NOT in a title already eligible for a longevity differential or service increment as established by the Salary Review or Equity Panel.

REINSTATEMENT: The probationary appointment to an eligible title within CUNY of a candidate, to a position with the same or similar duties without the need for examination. Only a candidate who had attained permanent civil service status within CUNY or another jurisdiction is eligible for reinstatement. A reinstatement action can occur up to a maximum of four years or, equal to time served following permanent appointment, whichever is less, from the date of resignation or retirement.

TRANSFER: The appointment of a candidate from a CUNY TRANSFER roster (benefits defined by union contract); or the appointment of a candidate from another jurisdiction in an eligible title which has been designated as HARD TO FILL by the Vice Chancellor (current benefits for white and blue collar defined by union contract, any additional ones can only be accomplished through Reciprocal Agreement entered into by the Vice Chancellor; benefits for 220 employees can only be accomplished through Reciprocal Agreement entered into by the Vice Chancellor).

JURISDICTION: A term used to designate a division of the State Civil Service which is empowered by State Law to implement its own Civil Service Rules and generally provides for and implements unique and distinct time and leave provisions for its employees. Examples of Civil Service Jurisdictions in New York State separate from CUNY are: City of New York (which includes the agencies under the NYC Department of Personnel); City of Albany; School Construction Authority; County of Nassau; Health and Hospitals Corporation; State Dormitory Authority; City of Yonkers.

APPROVED
[Signature]
2/25/91

CHART B

New York City Mayoral Agencies & Departments

Aging	Financial Information Services Agency
Buildings	Fire Department
CDCSA	Health Department
City Planning Commission	Housing Preservation and Development
Comm. Bd. Assist. Unit	Law Department
Comm. on Human Rights	Mental Health and Standards
Consumer Affairs	NYCERS
Correction	Office of Collective Bargaining
Cultural Affairs	Office of Management & Budget
Department of Records	Office of Municipal Labor Relations
Dept. of Employment	Office of Payroll Administration
Dept. of Environmental Protection	Office of the Mayor
Dept. of General Services	Parks and Recreation
Dept. of Investigation	Police Department
Dept. of Juvenile Justice	Ports & Intn'l Trade
Dept. of Personnel	Probation Department
Dept. of Social Services/HRA	Sanitation Department
Dept. of Transportation	Tax Commission
Dept. of Youth Services	Taxi and Limo
Economic Development	Teacher's Retirement Sys
Finance	

APPROVED

[Signature]

9/26/90

CHART D

THE CITY UNIVERSITY OF NEW YORK EMPLOYEES COVERED BY BLUE COLLAR AGREEMENT ANNUAL LEAVE ACCRUAL SCHEDULE FULL-TIME OF HOURLY PAID, 40 hour work week

EMPLOYEES HIRED AFTER JULY 1, 1985

YEARS OF SERVICE	ALLOWANCE HOURS	MONTHLY ACCRUAL HOURS	DAYS
Beginning of 1st Year**	80	6 - 2/3 hours	1 day per month after the first 2 months
Beginning of 2nd Year	104	8 - 2/3 hours	1 day per month plus 1 additional day at end of 2nd year or 1.083 days per month
Beginning of 3rd Year	104	8 - 2/3 hours	1 day per month plus 1 additional day at end of 3rd year or 1.083 days per month
Beginning of 4th Year	120	10 hours	1-1/4 days per month (1.25 days per month)
Beginning of 5th Year	160	13 - 1/3 hours	1-2/3 days per month (1.667 days per month)
Beginning of 8th Year	200	16 - 2/3 hours	2 days per month plus one additional day at the end of the leave year (2.084 days per month)
Beginning of 15th Year	216	18 hours	2-1/4 days per month (2.25 days per month)

EMPLOYEES HIRED PRIOR TO JULY 1, 1985

YEARS OF SERVICE	ALLOWANCE HOURS	MONTHLY ACCRUAL HOURS	DAYS
Prior to 8th Year	160	13 - 1/3 hours	1-2/3 days per month (1.667 days per month)
At the beginning of the employee's 8th Year	200	16 - 2/3 hours	2 days per month plus one additional day at the end of the leave year (2.084 days per month)
At the beginning of the employee's 15th Year	216	18 hours	2-1/4 days per month (2.25 days per month)
At the beginning of the employee's 15th Year if BHE (CUNY) service began prior to 1/1/57	240	20 hours	2-1/2 days per month (2.5 days per month)

**USAGE OF ANNUAL LEAVE CREDITS

Any employee who has completed four (4) months of service may be permitted to take approved annual leave as it accrues. Prior to the completion of four months of service, annual leave may not be used for other than religious holidays.