



**Time & Leave Benefits Summary - Higher Education Officer and College Lab Technician Series Employees**

<p><b>Annual Leave</b></p>	<p>Employees accrue annual leave monthly, based on years of service, as set forth below:</p> <p><b>During 1<sup>st</sup> year of service:</b> 15 days per year (1.25 days per month)  <b>During 2<sup>nd</sup> – 11<sup>th</sup> year of service and thereafter:</b> 15 days plus one additional day for each year of service to a maximum of 25 days.</p> <p>Maximum accrual is 45 days. (50 days for employees in an Excluded Group).</p>
<p><b>Holidays and Unscheduled Holidays</b></p>	<p>Regular holidays with pay and unscheduled holidays are listed on the “Employee Holiday and Annual Leave Periods” sheet under “Group 1” at <a href="http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Human-Resources/Holiday-Schedules">http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Human-Resources/Holiday-Schedules</a> .</p> <p>Unscheduled holidays are allotted at the beginning of the leave year (September 1) and must be used by the end of the same leave year (August 31).</p> <p>The number of unscheduled holidays allotted for the year is listed on the Holiday Schedule. Newly hired employees receive a pro-rated amount of unscheduled holidays, based on their start date, during the first annual leave year of employment.</p>
<p><b>Temporary Disability (Sick) Leave</b></p>	<p>Employees are allotted 20 days per year and accrue on a monthly basis.</p> <p>20 days/12 months per year = 1.667 days per month          Maximum accrual is 160 days.</p> <p>Employees who are absent from work for more than 5 consecutive days due to illness must file Family Medical Leave Forms with the Human Resources Department.</p>
<p><b>Bereavement Leave</b></p>	<p>Employees may take up to four days of paid leave for the death of an immediate family member defined below as: <b>spouse, domestic partner, parent, step parent, father-in-law, mother-in-law, child, stepchild, sibling, grandparent or grandchild.</b></p> <p>Proof of bereavement shall be provided upon request made by the department chair, supervisor, or the Human Resources Department.</p>
<p><b>Leaves for Special Purposes</b></p>	<p>Special leaves may be granted to members of the instructional staff for personal emergencies of not more than ten working days with pay at the discretion of the President. This leave is in accord with Section 13.3 of the CUNY Bylaws.</p>



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<b>Jury Duty</b>	Employees who are required to serve on a jury, or are required to report to Court in person in response to a jury duty summons, or are required to report for jury examination, or to qualify for jury duty, shall receive their regular salary during such absences provided that they remit to the University an amount equal to the compensation received by them, if any, for jury duty. Submission of Certification of Jury Duty Service is required along with timesheet for time served to be honored.
<b>Timesheet</b>	Navigate to the Hostos Community College home page <a href="http://www.hostos.cuny.edu/Home">http://www.hostos.cuny.edu/Home</a> and select “Login To” on the right hand side and then in the selections that appear on the left hand side for Faculty and staff, click on “e-Timesheet.