



### Time & Leave Benefits Summary – Classified Managerial Employees

<p><b>Annual Leave</b></p>	<p><b><u>New Employees</u></b>          20 days advanced upon commencement of service to new CUNY employees appointed to CUNY managerial titles. Beginning with the 2<sup>nd</sup> year of service onwards employees accrue annual leave monthly, based on years of service, as set forth below:</p> <table border="0" data-bbox="508 597 2043 738"> <tr> <td data-bbox="508 597 1039 630"><b><u>Completed Years of Service</u></b></td> <td data-bbox="1081 597 2043 630"><b><u>Annual Allotment and Monthly Accrual Rate</u></b></td> </tr> <tr> <td data-bbox="508 634 1039 667">Beginning 2<sup>nd</sup> year – end of 7<sup>th</sup> year</td> <td data-bbox="1081 634 2043 667">20 days per year/12 months = 1.667 days per month accrual</td> </tr> <tr> <td data-bbox="508 672 1039 704">Beginning 8<sup>th</sup> year – end of 14<sup>th</sup> year</td> <td data-bbox="1081 672 2043 704">25 days per year/12 months = 2.084 days per month accrual</td> </tr> <tr> <td data-bbox="508 709 1039 742">Beginning 15<sup>th</sup> year+</td> <td data-bbox="1081 709 2043 742">27 days per year/12 months = 2.250 days per month accrual</td> </tr> </table> <p>Maximum accrual is 50 days.</p>	<b><u>Completed Years of Service</u></b>	<b><u>Annual Allotment and Monthly Accrual Rate</u></b>	Beginning 2 <sup>nd</sup> year – end of 7 <sup>th</sup> year	20 days per year/12 months = 1.667 days per month accrual	Beginning 8 <sup>th</sup> year – end of 14 <sup>th</sup> year	25 days per year/12 months = 2.084 days per month accrual	Beginning 15 <sup>th</sup> year+	27 days per year/12 months = 2.250 days per month accrual
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<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><b><u>New Employees</u></b>          12 days advanced upon commencement of service to new CUNY employees appointed to CUNY managerial titles. Beginning with the 2<sup>nd</sup> year of service onwards employees are allotted 12 days per year and accrue on a monthly basis.</p> <p>12 days/12 months per year = 1.00 day per month accrual          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>								



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<b>Leaves for Special Purposes</b>	Special leaves may be granted to members of the classified managerial 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.
<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.”