
**ANNUAL LEAVE CAPS AND USE OF UNSCHEDULED HOLIDAYS
(Non-Teaching Instructional, Excluded and Executive Compensation Plan Employees)**

ANNUAL LEAVE

Annual leave is a benefit and is designed to provide needed periods of rest and relaxation. Everyone is encouraged to use annual leave for the enhancement of his/her work life.

Annual leave beyond the cap must be used during the annual leave period and cannot be carried over to the next year. Annual leave in excess of the maximum will be removed from an employee's record as soon as the final date for using the leave has occurred. Exceptions to limits on the accrual of annual leave will be made only when appropriate Division Head or Vice President requires an essential employee to forego all or part of his/her requested annual leave because of extraordinary circumstances. Approvals for such exceptions shall be filed with Human Resources.

Non teaching Instructional Staff

The annual leave period for non-teaching instructional staff in titles covered by the CONY - PSC Agreement is September 1-August 31; the cap for those employees is 45 days or a personal "grandfathered" cap (45 days + the number of days accrued in excess of 45 as of 8/31/87).

Annual leave balance in excess of 45 days or the prescribed personal cap will be deducted from the employee's accrual balance on August 31, at the close of business, unless the procedure set forth below has been followed:

1. Not later than March 1, any employee who will have an annual leave accumulation in excess of 45 days or the personal accrual maximum, unless sufficient annual leave time is taken prior to August 31, shall submit to the head of the office a written request to use such excess annual leave before the end of the current annual leave year (September 1 through August 31). The office head shall, in writing, approve the annual leave request or, if the needs of the office so require, offer an alternate annual leave schedule within the current annual leave year.
2. If the head of the office has denied the request and has not offered an alternative plan or has not acted by April 1, the employee shall submit a written request to the appropriate Division Head or Vice President who will, in writing within 30 calendar days of receipt of the request, approve the annual leave, provide an alternate plan for use of the excess time, and, if there are compelling institutional reasons, approve a carry-over of excess annual leave.

Staff in Excluded Titles

The annual leave period for instructional staff in titles excluded from the CUNY - PSC Agreement is June 1-May 31; the cap for excluded staff is 50 days or a personal "grandfathered" cap (50 days + the number of days accrued in excess of 50 as of 6/1/85).

On June 1 of any year, accrued annual leave in excess of the applicable cap will be removed from the employee's record and will not be compensated in the event of discontinuance, resignation or retirement. Exceptions to the policy will be made only when a Division Head or Vice President requires an employee to forego all or part of his/her annual leave because of extraordinary circumstances.

Executive Compensation Plan Employees

ECP employees are allotted 25 days of annual leave. They may accumulate annual leave in the same amount and in the same manner as excluded employees (As described above.) Exceptions to the policy will be made when a senior executive requires an employee to forego all or part of his/her annual leave because of extraordinary circumstances.

UNSCHEDULED HOLIDAYS

Four unscheduled holidays are allotted to the groups of employees covered by this Personnel Guideline. The unscheduled holidays must be taken during the annual leave year (September 1 through August 31 for employees covered by the CUNY -PSC Agreement and July 1 through June 30 for excluded and ECP employees). If not used, unscheduled holidays cannot be accrued, they cannot be converted to annual leave or disability leave and they are not compensated.

An employee who is appointed after the start of the annual leave year will be given a pro rata allotment of unscheduled holidays; an employee who leaves prior to the end of an annual leave year will have adjusted from his/her annual leave balance or pay any unscheduled holidays which were used in excess of what his/her allotment would have been, given the abbreviated period of employment.



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MEMORANDUM

TO: ECP, Non-Teaching Instructional and Excluded Staff
FROM: Imelda E. Redito
DATE: March 20, 2002
SUBJECT: ANNUAL LEAVE CAPS AND USE OF UNSCHEDULED HOLIDAYS

Attached Personnel Guidelines recap the policies and procedures relating to the use, accrual and carry-over of annual leave and unscheduled holidays.

Last February 8th, Human Resources sent out information on employees' personal time and leave balances as of January 31, 2002. We also issued a reminder that employees with annual leave balances that are expected to exceed that maximum that can be carried over after August 31st must plan for the use of their excess annual leave and secure their respective supervisor's approval.

If by chance, your request for the use of annual leave as been rejected by your supervisor, please note that you may submit a written request to your Division Head or Vice President, who, in turn, can--- (1) approve the leave request, (2) provide an alternate plan for the use of the excess time, or, (3) if there are compelling institutional reasons, approve a carry-over of excess annual leave.

Please call me at X6650 if you need any additional information or assistance.

Cc: Division Heads/Vice Presidents
Department Heads/Chairs/Supervisors