
USE OF UNSCHEDULED HOLIDAYS
(Non-Teaching Instructional, Excluded and Executive Compensation Plan Employees)

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.



Eugenio Maria de **Hostos Community College**
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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