

*The City University of New York*

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*Office of the Vice Chancellor for Faculty and Staff Relations*

JUN 3 2003

535 East 80th Street, New York, NY 10021 OFFICE OF THE VICE CHANCELLOR FOR FACULTY AND STAFF RELATIONS C.  
Telephone: (212) 794-5353 Fax: (212) 794-5667

June 2, 2003

TO: Labor Designees  
FROM: Raymond F. O'Brien   
SUBJECT: Teaching Instructional Staff Start Dates

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I would like to take this opportunity to review the policies regarding appointment periods, and dates of leaves of absence without pay, Fellowship leaves and Scholar Incentive Awards for members of the teaching instructional staff. The rules stated below reflect the 2003 – 2004 academic calendar, a copy of which is attached:

- All new appointments and reappointments covered by Sections 9.3 and 9.4 of the agreement with the Professional Staff Congress/CUNY shall be for September 1, 2003 through August 31, 2004, except as provided in those sections.
- When an employee is appointed for the first time to a title covered by these provisions, effective September 1, 2003, and the employee is scheduled to teach classes that meet prior to September 1, the employee should be paid at the appropriate adjunct rate for the contact hours, if any, actually taught prior to September 1. (NB: The first day of classes in the Fall 2003 semester is Saturday, August 30, 2003.)
- All regular recommendations for tenure or a certificate of continuous employment shall be effective September 1.
- Leaves of absence without pay for the academic year shall commence on August 30, 2003 and have a terminal date of August 29, 2004 or the day prior to the first day of classes in the Fall 2004 semester, whichever is earlier.
- Leaves of absence without pay for the Fall 2003 semester shall commence on August 30, 2003 and have a terminal date of January 28, 2004. (NB: Thursday, January 29, 2004, is the first day of classes in the Spring 2004 semester.) Annual leave for the Spring 2004 semester shall be paid during the period July 1, 2004 through July 31, 2004. The employee will be removed from payroll for the period August 1, 2004 through August 29, 2004, or the day prior to the first day of classes in the Fall 2004 semester, whichever is earlier.
- Leaves of absence without pay for the Spring 2004 semester shall commence on Thursday, January 29, 2004 and have a terminal date of June 30, 2004. Annual leave for the Fall 2003 semester shall be paid during the period of August 1, 2004 through

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August 29, 2004 or the day prior to the first day of classes in the Fall 2004 semester, whichever is earlier. The employee will be removed from payroll for the period July 1, 2004 through July 31, 2004.

- Fellowship leaves or Scholar Incentive Awards for the full year or the Fall 2003 semester shall commence on August 30, 2003. Fellowship leaves or Scholar Incentive Awards for the full year continue through August 29, 2004 or the day prior to the first day of classes for the Fall 2004 semester, whichever is earlier. Fellowship leaves or Scholar Incentive Awards that are only for the Fall 2003 semester continue through January 28, 2004. Fellowship leaves or Scholar Incentive Awards that are only for the Spring 2004 semester shall commence on January 29, 2004 and continue through July 31, 2004.
- For payroll purposes, the month of August is tied to the Fall semester and the month of July is tied to the Spring semester.
  - An employee on a Fellowship leave or a Scholar Incentive Award that is only for the Fall 2003 semester will receive full vacation pay for the month of July 2004. The period from August 1, 2004 through August 29, 2004, or the day prior to the first day of classes in the Fall 2004 semester, whichever is earlier, will be paid at the same percentage rate of his/her regular pay that the employee received for the Fall 2003 semester.
  - An employee on a Fellowship leave or a Scholar Incentive Award that is only for the Spring 2004 semester will receive full vacation pay for the period August 1, 2004 through August 29, 2004 or the day prior to the first day of classes for the Fall 2004 semester, whichever is earlier. The month of July 2004 will be paid at the same percentage rate of his/her regular pay that the employee received for the Spring 2004 semester.
- Members of the teaching instructional staff who are on Travia leave during the summer shall have a terminal date of August 31.
- Members of the teaching instructional staff who are not reappointed or who resign shall have a terminal date of August 31.

Thank you for your cooperation. If you have any questions, please call me at (212) 794-5386.

c: Vice Chancellor Brenda Richardson Malone  
Chief Academic Officers  
Chief Administrative Officers  
Personnel Officers  
Payroll Officers  
Ms. Evelyn Zalucky  
Ms. Deborah Bell