November 16, 2012

To: All Faculty and Staff at:
The Graduate Center
The Macaulay Honors College
The Graduate School of Journalism
The School of Professional Studies

From: Yosette Jones Johnson
Assistant Vice President for Faculty & Staff Relations

Subject: New Leave Information about Hurricane Sandy

Hurricane Sandy had a catastrophic impact upon many employees of the City University of New York. There may be employees who need to take annual leave in order to attend emergent conditions, but who may not have sufficient annual leave to do so. Since my November 9, 2012 notice, The City University of New York announced a Hurricane Sandy Emergency Relief Annual Leave Bank Program. Please click here or refer to the attached to learn the guidelines for participation in the program. The Hurricane Sandy Emergency Relief Annual Leave Bank Program at The Graduate Center will be administered by the Office of Human Resources. Please contact Ms. Mamie Mark, HR Systems Administrator, at (212) 817-7700 or by email at hr@gc.cuny.edu.

In addition, CUNY’s Work-Life Program has offered storm related services to CUNY faculty and staff. Please click here to learn what is available. Finally, we have updated the November 9, 2012 notice to provide clarification regarding the options for employees. Please see the highlighted sections under questions near the end of this notice. Please also be reminded that those of you who submitted the October 2012 timesheets need not resubmit them. Our office will make any necessary changes.

Excerpts from Vice Chancellor Gloriana Waters’ November 5, 2012 memorandum for our schools regarding time and leave practices during Hurricane Sandy and its aftermath follow below:


From Monday, October 29, 2012, through Wednesday, October 31, 2012, all units of The City University of New York were closed due to the effects of Hurricane Sandy.

Full-time classified and instructional staff employees, other than essential employees, will be granted leave with pay and without charge to annual leave accruals, except for employees who are on scheduled
annual leave or sick leave. Full-time teaching faculty and adjunct teaching instructional staff will receive their regular pay and are expected to make up the lost instructional time.

Part-time employees (e.g., college assistants, continuing education teachers, non-teaching adjuncts and adjunct college laboratory technicians) who did not report to work shall not be paid for the day, but should be permitted to make up the hours of work lost in accordance with the needs and resources of the college. When it is not feasible to assign make-up hours, the college may permit part-time employees to charge the absence to available annual leave, if the collective bargaining agreement covering the title provides annual leave (e.g., college assistants).

THURSDAY, NOVEMBER 1, 2012

All other campuses and University Offices were open on November 1, 2012, and all staff members in these open locations were expected to report to work, except for full-time and adjunct teaching faculty.

Full-time teaching faculty and adjunct teaching instructional staff on all campuses will receive their regular pay and are expected to make up the lost instructional time.

Full-time classified staff members who did not report to work due to the effects of the hurricane shall have the day charged to annual leave accruals, if available. Sick leave may be used to cover an absence only if acceptable documentation is provided.

Full-time non-teaching instructional staff members who did not report to work due to the effects of the hurricane must charge the absence to annual leave or receive no pay for the day, at the employee's option. Requests to use sick leave must be evaluated on a case-by-case basis. If there is reason to be suspicious of a particular request to use sick leave, medical certification may be required.

Hourly employees (e.g., college assistants, continuing education teachers, non-teaching adjuncts, and adjunct college laboratory technicians) who did not report to work shall not be paid for the day but should be permitted to make up the hours of work lost in accordance with the needs and resources of the college. When it is not feasible to assign make-up hours, the college may permit hourly employees to charge the absence to available annual leave, if the collective bargaining agreement covering the title provides annual leave (e.g., college assistants).

FRIDAY, NOVEMBER 2, 2012

Except at York College, classes resumed on these campuses on November 2, 2012, and all faculty and staff were expected to adhere to their normal work schedules. At York College, full-time teaching faculty and adjunct teaching instructional staff will receive their regular pay and are expected to make up the lost instructional time.

Full-time classified staff members who did not report to work due to the effects of the hurricane shall have the day charged to annual leave accruals, if available. Sick leave may be used to cover an absence only if acceptable documentation is provided.

Full-time non-teaching instructional staff members who did not report to work due to the effects of the hurricane must charge the absence to annual leave or receive no pay for the day, at the employee's option. Requests to use sick leave must be evaluated on a case-by-case basis. If there is reason to be
suspicious of a particular request to use sick leave, medical certification may be required.

Hourly employees (e.g., college assistants, continuing education teachers, non-teaching adjuncts and adjunct college laboratory technicians) who did not report to work shall not be paid for the day but should be permitted to make up the hours of work lost in accordance with the needs and resources of the college. When it is not feasible to assign make-up hours, the college may permit hourly employees to charge the absence to available annual leave, if the collective bargaining agreement covering the title provides annual leave (e.g., college assistants).

MONDAY, NOVEMBER 5, 2012

Normal time and leave practices apply to all other colleges

Those of you who submitted October timesheets to The Graduate Center’s Office of Human Resources need not revise them. Attached is a chart outlining CUNY’s time and leave practices by employee group. Below are answers to some questions our office has received since the storm.

- How shall I complete my monthly October 2012 timesheet?
  - Please indicate Leave Code “Ex” – Excused Absence for each day - October 29th, 30th and 31st.
- May I charge my time to Unscheduled Holidays (UH)?
  - If you were previously approved to use them on November 1st or November 2nd, you may charge it. Full Time Non-Teaching Instructional and Non-Instructional employees, who did not receive approval in advance, may charge their absences against their available Unscheduled Holidays.
- When do I need to notify the Office of Human Resources if I wish to be absent without pay for November 1st and/or November 2nd?
  - In order to process absent without pay requests in a timely fashion please notify The Office of Human Resources at hr@gc.cuny.edu by November 27, 2012.
- If I opt for absence without pay, which paycheck will be impacted?
  - The December 27, 2012 paycheck.
- Is additional assistance available for victims of Hurricane Sandy?
  - Yes, please refer to the flyer from the New York State Department of Labor.