July 23, 2013

Memorandum

To: All Classified Service Staff

From: Ella Kiselyuk
Executive Director of Human Resources

Subject: Policy on the Use of Leave

The purpose of this memorandum is to clarify CUNY and contractual regulations and to officially inform you of your obligations on the use of leave. Please read it carefully and contact me if you have questions.

When you wish to use an unscheduled holiday or annual leave, you must obtain approval from your supervisor in advance. Approval of the use of leave is dependent on the needs of the department/program. A request may be denied. Except for genuine emergencies (subject to review by the College) you are not permitted to call the Office of Human Resources or your department/program at the start of the workday to announce that you will be out and using accrued leave. Failure to follow procedures identified by The Graduate Center and your department/program will result in your being considered absent without leave (AWOL) and removed from payroll for the absence(s).

A written request for the use of annual leave and planned medical appointments should be approved by your supervisor and submitted in writing to the Office of Human Resources at least 24 hours in advance. Forms are available at our website at http://www.gc.cuny.edu/About-the-GC/Resource-Services/Human-Resources (Forms). They are also available in the Office of Human Resources, Room 8403. Approval is subject to your having sufficient leave accruals to cover your request. If you need to use annual leave for a genuine emergency – NOT approved in advance, in addition to contacting your department you must call the Office of Human Resources to explain the emergency otherwise you will be docked pay (even if you have sufficient accrued leave). A leave request form is attached for your convenience.

If you are hospitalized while on annual leave, your leave will be charged to sick leave accruals for the verified period of hospitalization. Should you become seriously disabled but not hospitalized, that leave may be charged to sick leave accruals upon submission of satisfactory proof of disability to the Director of Human Resources.

Sick leave must be used solely for personal illnesses. Should you wish to leave early because of illness you must first inform your supervisor, then the Office of Human Resources.
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You are required to notify the Office of Human Resources to report all absences due to personal illness on the day of absence. Medical documentation is always required when you are absent because of illness for more than three (3) consecutive days. If you fail to submit a doctor’s statement when required – you will be docked (even if you have accrued sick or annual leave). If you anticipate a series of three (3) or more medical appointments, which will require a repeated use of sick leave in units of one day or less, you must submit medical documentation indicating the nature of the condition and the anticipated schedule of treatment. Absences whether sequential or intermittent that extend beyond five (5) days are counted towards the Family and Medical Leave Act (FMLA) yearly (9/1 – 8/31) allocation of twelve weeks. The absences must be reported to the Director of Human Resources.

The calendar year shall be divided into two (2) six month “sick leave periods.” They shall be (1) January 1 to June 30, and (2) July 1 to December 31.

Should you use undocumented sick leave more than five (5) times in a six month “sick leave period” you will thereafter, commencing with the next “sick leave period”, be required to submit medical documentation satisfactory to the Director of Human Resources before further sick leave utilization may be approved. This requirement for sick leave documentation shall continue in effect until you have worked a complete “sick leave period” without being on sick leave more than two (2) times. Please note that repeated use of sick leave when you have less than a pay period of accrued leave may result in removal from direct deposit to prevent overpayment. “One time” shall mean the consecutive use of one-half (1/2) or more work days of sick leave. Sick leave taken in units of less than one-half (1/2) work day shall be counted as “one time” on sick leave when the cumulative total of such leave amounts to one-half (1/2) day.

Use of annual or sick leave will not be allowed if you are absent without permission and you will not be paid.

There are usually four (4) established unscheduled holidays for White Collar titles, and one (1) established unscheduled holiday for Blue Collar titles. Unscheduled holidays are distinct and do not convert or carry-over. If an unscheduled holiday is not used during the annual leave year period in which it is credited (September 1 to August 31), it is lost. A prorated number of unscheduled holidays is credited when you are hired during the year. If you should leave before the end of the year, an adjustment must be made. Any unearned unscheduled holidays used will be deducted from your annual leave balance. Unused unscheduled holidays are not paid at the end of an appointment.

Abused of the above policy will subject you to possible disciplinary action. Penalties range from a reprimand or suspension to termination of employment.

s: Civil Service – Regulations 2013
Memorandum

To: Ms. Ella Kiselyuk
   Director of Human Resources

From: 
   Name
   Title
   Department

Subject: Request for Leave Time

With your approval, I request the following time off to be charged to:

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24-hour advance notice must be given for any of the above request(s).

APPROVAL IS SUBJECT TO THE EMPLOYEE HAVING SUFFICIENT LEAVE ACCRUAL BALANCES TO COVER THE ABOVE REQUESTS.

☐ Approved    ☐ Not Approved

______________________________  ______________________________
EMPLOYEE'S SIGNATURE          SUPERVISOR'S SIGNATURE

______________________________
SUPERVISOR'S NAME (PRINT)

______________________________
DATE