




February 14, 2011

MEMORANDUM

To: All Librarians/Counselors

From: Ms. Ella Kiselyuk   
Director of Human Resources

Subject: **Annual and Sick Leave Accumulations**

The purpose of this memorandum is to inform you of the rules regarding the accumulation of sick and annual leave for Librarians appointed after January 1, 1988 and Counselors appointed after September 1, 1998.

Article 14, Section 2b of the Agreement between the Professional Staff Congress and The City University of New York (PSC/CUNY) provides that, for persons appointed on or after the second day of any month, the second and all subsequent years of service shall be deemed to commence on the first day of the month following the anniversary day.

For purposes of time and leave, an employee will accrue annual and sick leave only after a full calendar month of service. No accruals or partial accruals will be granted for service of less than a full calendar month. A full calendar month is defined as service from the first working day through the last working day of a given month.

Please contact me immediately if you have served previously in an annual salaried title in the Classified Service or in an Instructional Staff title at another CUNY unit.

**Annual Leave**

Accrual rates for Librarians appointed on or after January 1, 1988 and Counselors appointed on or after September 1, 1998 follow:

During the 1st year of service	20 days
During the 2nd through 11th year and thereafter.	20 days plus one additional day for each year of service to a maximum of 30 days.

Please see the accrual chart on the reverse side of this page for the annual increment in accrual rates. Accrual rates change on the date of, or month following, the anniversary date each year. The Office of Human Resources can answer questions on completing reports and on accrual policies. Your supervisor must approve annual leave or unscheduled holidays prior to their use.

**Employees Hired after January 1, 1988**  
**Annual Leave Chart**

Year	Day	Monthly Accrual		Annual Accruals
		Hour	Minutes	
1	1	4	40	20 days
2	1	5	15	21
3	1	5	50	22
4	1	6	25	23
5	2	0	00	24
6	2	0	35	25
7	2	1	10	26
8	2	1	45	27
9	2	2	20	28
10	2	2	55	29
11	2	3	30	30

**Please note that a break in service resulting from an approved leave of absence will alter your anniversary date.**

Your annual leave cap will be 45 days as of August 31 of each year. Excess annual leave accumulation unused as of September 1, will be deducted from your annual leave accumulation each year unless special permission is granted in writing by the senior executive designated by President William P. Kelly. The senior executives are Sr. Vice President for Finance and Administration Sebastian Persico, or Provost and Senior Vice President Chase Robinson and Executive Director for Research and Sponsored Programs Edith Gonzalez de Scollard. Approval to carry-over excess annual leave time may only be granted for compelling institutional reasons. An alternate plan for use of the excess time must be provided to the senior executive at the time of request.

**Sick Leave**

Librarians and Counselors, accrue 20 sick leave days per year. The monthly accrual rate is 1 day 4 hours and 40 minutes.

Please note that sick leave must be used for personal illness. If you become hospitalized while on annual leave the time may be charged to sick leave during a period of verified hospitalization. If you are seriously disabled but not hospitalized while on annual leave, your leave may be charged to sick leave accruals if the Office of Human Resources approves your proof of disability. Absences whether sequential or intermittent that extend beyond five days may be counted toward the Family and Medical Leave Act (FMLA) yearly (9/1 - 8/31) allocation of twelve weeks. These absences must be reported to the Human Resources Director, Ella Kiselyuk.

In no circumstance will the use of annual or sick leave be permitted if you are absent without authorization. You will not be paid for any unauthorized absences.

If you have any questions, please contact Ms. Rosa Valentin or me at extension 7700.