

PERSONNEL POLICY BULLETIN: 18-90      DATE: 11/20/90  
REGULATION REFERENCE NO.: 6.1.1. Attendance  
INDEX REFERENCE: Vacation/Annual Leave Year  
Calculation of Leave Credits  
Civil Service Titles  
9/1 to 8/31

SUPERCEDES: Personnel Policy Bulletin 8-90; Dated: 3/28/90

With the exception of employees in the hourly titles of College Assistant and Sign Language Interpreter who shall retain a July 1 through June 30 calendar, the calculation of annual leave credits for vacation purposes for all other civil service titles shall be based on a year beginning September 1, hereafter known as "vacation year". Leave shall be credited at the close of each month. All annual leave credited to an employee on August 31, 1991, close of business, and each August 31, close of business, thereafter may be carried over to the succeeding year provided that the number of days carried over does not exceed twice the number of vacation days which the employee is eligible to accumulate each year. Any vacation time not used which exceeds the employee's individual vacation year cap on August 31 shall be converted to increase the employee's sick leave balance.

By June 1 of each year any employee with a current or projected excess of annual leave accumulation shall be given a statement by the college of such balances as of a date within the previous 90 days so that the employee and his/her supervisor can plan for the use of these excess annual leave days prior to August 31. This statement shall also inform the employee that excess annual accumulation unused prior to September 1 will be converted to increase the employee's sick leave balance (Attachment A). At the discretion of the college, written notification may be prepared informing affected employees that their excess annual leave accumulation has been converted to sick leave. (Attachment B).

The use of vacation credit is subject to the prior approval of the unit head who is authorized to schedule vacation for the convenience and efficient operation of the campus. However, employee needs and wishes in this matter may be considered. It is the joint responsibility of each unit head and his/her subordinates to plan and schedule vacation leave.

When a President/Deputy Chancellor or designee directs an employee in writing to forego the use of vacation leave that might otherwise be lost, the excess leave shall be carried over until such time as it can be liquidated. However, in no instance shall this exceptional excess accumulation be carried over beyond the two subsequent vacation years.

The maximum accumulation of vacation credit permissible to managerial civil service employees who have eight (8) or more years of credited service is fifty (50) days. The maximum accumulation of vacation credit permissible to sub-managerial civil service employees who have fifteen (15) or more years of credited service is fifty-four (54) days.

ppb.rko5a

**APPROVED**

The City University of New York



MEMORANDUM

DATE: \_\_\_\_\_

To:

From:

Personnel Director

Re:

Sub-Managerial Annual Leave Excess  
Vacation Leave Year

September 1, \_\_\_\_\_ through August 31, \_\_\_\_\_

---

This is to advise you that as of \_\_\_\_\_, 19\_\_\_\_, your annual leave balance for 19\_\_\_\_ -19\_\_\_\_ is \_\_\_\_\_ days/hours. The maximum number of days which can be accumulated based on your years of service is \_\_\_\_\_ days. This number represents a maximum of two years of annual leave credit. Since your annual leave balance exceeds or is projected to exceed this number, it must be reduced by August 31, 19\_\_\_\_. It is therefore critical to you to plan a schedule with your supervisor which will permit you to reduce your vacation balance.

On September 1, if you have not reduced your annual leave accrual excess, the unused balance will be converted to increase your sick leave balance unless the President has required you to forego annual leave.

ATTACHMENT A: PPB 48-90  
OFSR FORM #605  
lvyr/2.docrko4

APPROVED