# Time & Leave Benefits Summary – Classified Managerial Employees

## Annual Leave

**New Employees**
20 days advanced upon commencement of service to new CUNY employees appointed to CUNY managerial titles. Please refer to “Existing Employees” section beginning 2nd year of service onwards.

**Existing Employees**
Employees accrue annual leave monthly, based on years of service, as set forth below:

<table>
<thead>
<tr>
<th>Completed Years of Service</th>
<th>Annual Allotment and Monthly Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start – end of 7th year</td>
<td>20 days per year/12 months = 1.667 days per month accrual</td>
</tr>
<tr>
<td>Beginning 8th year – end of 14th year</td>
<td>25 days per year/12 months = 2.084 days per month accrual</td>
</tr>
<tr>
<td>Beginning 15th year+</td>
<td>27 days per year/12 months = 2.250 days per month accrual</td>
</tr>
</tbody>
</table>

Maximum accrual is 50 days.

## Holidays and Unscheduled Holidays

Regular holidays with pay and unscheduled holidays are listed on the attached “Employee Holiday and Annual Leave Periods” sheet under “Group 1”.

Unscheduled holidays are allotted at the beginning of the leave year (September 1) and must be used by the end of the same leave year (August 31).

The number of unscheduled holidays allotted for the year is listed on the Holiday Schedule. Newly hired employees receive a pro-rated amount of unscheduled holidays, based on their start date, during the first annual leave year of employment.

## Sick Leave

**New Employees**
12 days advanced upon commencement of service to new CUNY employees appointed to CUNY managerial titles. Please refer to “Existing Employees” section beginning 2nd year of service onwards.

**Existing Employees**
Employees are allotted 12 days per year and accrue on a monthly basis.

12 days/12 months per year = 1.00 day per month accrual

Maximum accrual is 160 days.

Employees who are absent from work for more than 5 consecutive days due to illness must file Family Medical Leave Forms with the Central Office Human Resources Department.

## Bereavement Leave

Employees may take up to 4 days for the death of an immediate family member as defined below:

Immediate family shall be defined as **spouse; natural, foster, or step parent; grand child; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister, natural, foster, or step child or any relative residing in the same household and effective January 1, 2004, the Domestic Partner of the employee and a child or parent of the Domestic Partner or any other relative of the Domestic Partner living in the same household.**
| **Jury Duty** | Employees who are required to serve on a jury, or are required to report to Court in person in response to a jury duty summons, or are required to report for jury examination, or to qualify for jury duty, shall receive their regular salary during such absences provided that they remit to the University an amount equal to the compensation received by them, if any, for jury duty. Submission of Certification of Jury Duty Service is required along with timesheet for time served to be honored. |
| **Timesheet** | [http://www.cuny.edu/about/administration/offices/ohrm/cohr/Classified_Managerial_Timesheet.xls](http://www.cuny.edu/about/administration/offices/ohrm/cohr/Classified_Managerial_Timesheet.xls) |