Hurricane Sandy had a catastrophic impact upon many employees of The City University of New York. It is recognized that there may be employees who need to take annual leave in order to attend to emergent conditions, but that they may not have sufficient annual leave to do so. The University will create a temporary program, limited to dealing with the effects of Hurricane Sandy, known as the The City University of New York Hurricane Sandy Emergency Relief Annual Leave Bank Program (the “Annual Leave Bank”).

Under this program, each college creates a pool of annual leave, voluntarily donated by individuals at the campus, who are employed full-time on an annual salary basis for use as annual leave by eligible full-time or part-time/hourly employees. Eligible recipients may receive up to five days (5) days of paid annual leave from the Annual Leave Bank for use during the period from November 1, 2012 through February 28, 2013.

The Annual Leave Bank will be administered by each College's Human Resources Office, including the Central Office. Employees who are interested in participating in the program either as donors or recipients should contact their HR Offices.