

Dear Full-Time Timekeeping Users and Supervisors:

Please be informed of the following extensions for Annual Leave balances as of 8/31/21 approved by CUNY Central:

PSC, ECP, Classified Managers, excluded and unrepresented staff:

For the annual leave year ending 8/31/21, the August 31st deadline to use annual leave will be extended to 12/31/21, as follows:

- Annual leave above the designated cap as of the close of business 8/31/21 may be carried into the annual leave year that begins 9/1/21.
- The annual leave balance in excess of the cap will be deducted from the employee's accrual balance on December 31, 2021.
- For PSC members, the provisions of Article 14.9(b) concerning compensation for an annual leave balance if the employee is separated from service will remain in effect, except that, for the annual leave year ending on 8/31/21 only, the annual leave payment due to the employee upon separation, or to his/her estate, shall be the lesser of: (1) the leave balance to the employee's credit on the date of resignation, retirement or death; or (2) the contractual cap, (45 days or the personal accrual maximum as of August 31, 1987). Nothing here is intended to alter the provisions of Article 14.9(b), except as specifically set forth in this agreement.
- Unscheduled holidays from the annual leave year ending 8/31/21 will **not** be carried over.

For employees in blue collar, white collar and skilled trade titles, the University has likewise agreed to modify the relevant provisions in CUNY's Rules and Regulations 6.1.1 and Personnel Policy Bulletin 18-90, regarding annual leave usage and the conversion of excess annual leave to sick leave for employees in full-time titles.

These modifications shall be in effect for the period through December 31, 2021, and are as follows:

- For the annual leave year ending 8/31/21, the August 31st deadline to use annual leave will be suspended consistent with the provisions contained in this email.
- Annual leave that as of the close of business 8/31/21 is above the 2-year carryover cap that an employee is eligible to accumulate per year in accordance with PPB 18-90 ("excess annual leave") will not be converted to sick leave but will instead be carried into the annual leave year that begins 9/1/21.

Any excess annual leave carried into the leave year that begins 9/1/21 must be used by no later than 12/31/21.

If because of extenuating circumstances an employee, who would otherwise have his/her annual leave convert to sick leave at the end of a leave year, is unable to exhaust his/her leave by 12/31/21, any remaining excess annual leave will convert to sick leave effective close of business 12/31/21.

If an employee resigns, retires or dies prior to 12/31/21, any excess annual leave above the annual leave cap will be forfeited, and the annual leave payment due to the employee upon separation, or due to his/her estate, shall be the lesser of: (1) the leave balance to the employee's credit on the date of resignation, retirement or death; or (2), the leave balance credited to the employee as of the close of business on 8/31/21.

- These modifications will expire on 12/31/21, after which the terms of PPB 18-90 will be reinstated in full force and effect.

If you have any questions, please e-mail fulltime.timekeeping@baruch.cuny.edu.

Thank you.

Regards,

Full-Time Timekeeping
Office of Human Resources
Baruch College