INTERPRETIVE MEMO NO.: 9-94     DATE: 9-12-94

PERSONNEL POLICY BULLETIN:

REGULATION REFERENCE NO.: 6.1.1

INDEX REFERENCE: Preferred List Reinstatement without a Break in University Employment (see also Personnel Policy Bulletin 13-90 dated 7/26/90 and Interpretive Memo 9-90; Time and Leave Provisions Governing Civil Service Appointments to and within The City University of New York)

Issue:
The following letter was written in response to an inquiry from an employee regarding the rights, benefits, and leave balances which should be credited by a CUNY college for an employee who is laid off or reinstated without a break in active University employment.

The City University of New York
Office of the Vice Chancellor for Faculty and Staff Relations
333 East 80th Street, New York, N.Y. 10021
(212) 794-3894

October 28, 1993

To: Leo Schreiber
    Joan Rome

From: Rosemarie K. O'Rourke

Re: Appointment from a Preferred List with Continuous Service Time and Leave Policy

This memorandum is written as a response to the question of Ms. Denise Flanagan, Deputy Personnel Director of Brooklyn College, regarding the rights, benefits, and leave balances which should be credited by any other CUNY college for an employee who was laid off and reinstated without a break in active University employment.

It has been the policy and practice of the University that any reinstatements from a preferred list made as a consequence of layoff, which occur without a payroll break in University service either from a transfer in lieu of layoff roster or from a preferred list entitle the employee to be reinstated with all time and leave credits. This is required only when payment has been made or not be made by college upon layoff and only for balances which do not exceed university caps. This practice was followed without exception in the reinstatement of CUNY employees in white, blue, and 120 titles who were laid off in the summer of 1992.

I have reviewed the DP 2061 for prepared on October 14, 1993 by Ms. Flanagan and determine the time and leave balances indicated to be in conformance with University policy. Please let me know if I can be of further assistance or if additional clarification is required.
The attached document incorporates the Time and Leave Provisions governing the appointment process to positions within the civil service of The City University of New York. It delineates the provisions for twenty-four (24) different categories of appointment by identifying for each:

1. the civil service status and annual leave accrual rate, as well as
2. the guidelines for determining prior credit in the areas listed below:
   a. annual leave balances
   b. sick leave balances
   c. longevity
   d. service
   e. seniority

Although an attempt has been made to identify all major appointment categories, please contact the University Personnel Director for a policy interpretation should an appointment question arise which requires additional guidance.

As a guide in locating the governing policies to be implemented for each appointment category, please consult the Index which can be found on pages I, II, III, and IV. Definitions of some terms are found on page 25. Charts identifying public employers which are external to CUNY and for whom special provisions may apply in certain circumstances can be found on pages 26 and 27. In addition, please consult Interpretive Memo 6-90 regarding the explicit policies which govern the Vacation Stretch provisions.
CUNY Civil Service Status: PROVISIONAL

<table>
<thead>
<tr>
<th>CHART NAME</th>
<th>PAGE NUMBER</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROV1</td>
<td>1</td>
<td>NO prior CUNY or &quot;city&quot; service</td>
</tr>
<tr>
<td>PROV2</td>
<td>2</td>
<td>CUNY provisional on leave of absence for childcare, military, worker’s comp</td>
</tr>
<tr>
<td>PROV3</td>
<td>3</td>
<td>Prior &quot;city&quot; provisional appointed following a break in service of 31 calendar days or less</td>
</tr>
<tr>
<td>PROV4</td>
<td>4</td>
<td>CUNY provisional re-appointed following a break in service of 31 calendar days or less</td>
</tr>
<tr>
<td>PROV5</td>
<td>5</td>
<td>Prior CUNY or &quot;city&quot; provisional re-appointed following a break in service of more than 31 calendar days</td>
</tr>
<tr>
<td>UNC1</td>
<td>18</td>
<td>Provisional appointment with prior CUNY unclassified service; NOT as a result of UNIVERSITY initiated reclassification</td>
</tr>
<tr>
<td>BETW1</td>
<td>17</td>
<td>Provisional appointment of permanent CUNY employee to a higher title at a different college; permanent status in lower title follows employee</td>
</tr>
</tbody>
</table>

CUNY Civil Service Status: Permanent

SPECIAL PROVISIONS GRANTED AS A CONSEQUENCE OF UNIVERSITY INITIATED CLASSIFICATION STUDIES CONDUCTED THROUGH DECEMBER 31, 1993

<table>
<thead>
<tr>
<th>CHART NAME</th>
<th>PAGE NUMBER</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC2</td>
<td>19</td>
<td>Permanent appointment of an employee with prior CUNY unclassified service AS A RESULT of a UNIVERSITY initiated reclassification</td>
</tr>
</tbody>
</table>

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APPROVED
<table>
<thead>
<tr>
<th>CHART NAME</th>
<th>PAGE NUMBER</th>
<th>LIST ESTABLISHED BY</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC3</td>
<td>20</td>
<td>EITHER</td>
<td>Probationary appointment with immediately prior CUNY unclassified service; not as a result of a UNIVERSITY initiated reclassification</td>
</tr>
<tr>
<td>BETW1</td>
<td>17</td>
<td>EITHER</td>
<td>Probationary appointment of permanent CUNY employee to a higher title at a different college from a promotional list; permanent status in lower title maintained until probation completed</td>
</tr>
<tr>
<td>TRANS1</td>
<td>14</td>
<td>TRANSFER ROSTER ESTABLISHED BY CUNY</td>
<td>Transfer within CUNY in the same classified title from a transfer roster; Probation is called a TRIAL Period lasting for 3 months</td>
</tr>
<tr>
<td>TRANS2</td>
<td>15</td>
<td>NOT APPLICABLE</td>
<td>Transfer to CUNY of a Permanent employee of the &quot;city&quot; in a white or blue collar title designated by the Vice Chancellor as Hard To Recruit</td>
</tr>
<tr>
<td>TRANS3</td>
<td>16</td>
<td>NOT APPLICABLE</td>
<td>Transfer to CUNY from another jurisdiction of a Permanent employee in a title designated by the Vice Chancellor as Hard To Recruit</td>
</tr>
<tr>
<td>REIN1</td>
<td>21</td>
<td>NOT APPLICABLE</td>
<td>All reinstatements have a 1 year probation see next page for types of reinstatements</td>
</tr>
<tr>
<td>REIN2</td>
<td>22</td>
<td>NOT APPLICABLE</td>
<td></td>
</tr>
<tr>
<td>REIN3</td>
<td>23</td>
<td>NOT APPLICABLE</td>
<td></td>
</tr>
<tr>
<td>REIN4</td>
<td>24</td>
<td>NOT APPLICABLE</td>
<td></td>
</tr>
</tbody>
</table>
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY

ELIGIBILITY:
PROVISIONAL APPOINTMENT WITH NO PRIOR CUNY, OR "CITY" SERVICE

CIVIL SERVICE STATUS PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE At entry rate of civil service accrual schedule in effect on date of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES ACCUMULATED PRIOR TO THIS ACTION:

<table>
<thead>
<tr>
<th>SERVICE FIELD</th>
<th>CREDITING SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL LEAVE BALANCES</td>
<td>None</td>
</tr>
<tr>
<td>SICK LEAVE BALANCES</td>
<td>None</td>
</tr>
<tr>
<td>LONGEVITY</td>
<td>Clock starts as of date of appointment to CUNY</td>
</tr>
<tr>
<td>SERVICE</td>
<td>Clock starts as of date of appointment to title in CUNY</td>
</tr>
<tr>
<td>SENIORITY</td>
<td>None</td>
</tr>
</tbody>
</table>

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY
PRIOR "CITY" SERVICE

ELIGIBILITY:
ANY PROVISIONAL EMPLOYEE WITH PRIOR "CITY" SERVICE, OR
SERVICE IN ANOTHER JURISDICTION WHO IS APPOINTED
PROVISIONALLY TO CUNY FOLLOWING A BREAK IN SERVICE OF
31 CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH THEY
WERE PAID FOR ACTIVE(*) SERVICE
(*)Time on payroll solely for the payment of accrued annual
leave credit is NOT counted in determining the last day paid

CIVIL SERVICE STATUS PROVISIONAL
ANNUAL LEAVE ACCRUAL RATE at entry rate of civil service
accrual schedule in effect on date
of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES None
SICK LEAVE BALANCES None
LONGEVITY** As of date of first civil service
appointment to CUNY, or to another
covered jurisdiction or employer
(minus time off payroll) provided
all service was continuous
SERVICE None
Clock starts as of date of
appointment to title in CUNY
SENIORITY None

** At present, prior service ONLY applies if other
jurisdiction or employer is designated on CHART A under
LONGEVITY

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT TO CUNY

ELIGIBILITY:
PROVISIONAL APPOINTMENT WITH PRIOR CUNY OR "CITY"
SERVICE WITH A BREAK IN SERVICE OF MORE THAN 31
CALENDAR DAYS FROM LAST DATE FOR WHICH THEY WERE PAID
FOR ACTIVE(*) SERVICE.
(*)Time on payroll solely for the payment of accrued annual
leave credit is NOT counted in determining the last date
paid

CIVIL SERVICE STATUS          PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE      At entry rate of civil service
accrual rate in effect on date of
THIS appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES          None
SICK LEAVE BALANCES            None
LONGEVITY                      None
Clock starts as of date of THIS
appointment to CUNY
SERVICE                       None
Clock starts as of date of THIS
appointment to the title in CUNY
SENIORITY                   None

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ELIGIBILITY:
EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES FROM OTHER JURISDICTIONS WITH PRIOR PROVISIONAL STATUS IN THE FORMER JURISDICTION WHO ARE APPOINTED WITH CONTINUOUS SERVICE TO CUNY FROM AN ELIGIBLE LIST ESTABLISHED BY THE NYC DEPARTMENT OF PERSONNEL

CIVIL SERVICE STATUS PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE At entry rate of civil service accrual schedule in effect on date of appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES Up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation

SICK LEAVE BALANCES Up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation

LONGEVITY** As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous

SERVICE None
Clock starts as of date of appointment to title in CUNY

SENIORITY None
Clock starts as of original appointment date to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN CUNY FROM A CUNY OR CITY CIVIL SERVICE LIST
PRIOR CONTINUOUS SERVICE IN CUNY

ELIGIBILITY:
CUNY EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES WITH PRIOR
PROVISIONAL OR PERMANENT STATUS WHO ARE APPOINTED WITH CONTINUOUS
CUNY SERVICE FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR
OR CITY PERSONNEL DIRECTOR

CIVIL SERVICE STATUS
PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE
At same rate and in same accrual
original schedule of eligibility in
effect for employee on date of first
appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
Up to the maximum number of days
earnable in two (2) years plus current
year's earnings shall be credited when
supported by official documentation

SICK LEAVE BALANCES
All sick leave balances supported by
official documentation shall be credited

LONGEVITY**
As of date of first civil service
appointment to CUNY or another covered
jurisdiction or employer (minus time off
payroll)

SERVICE
As of date of appointment to title in
CUNY (minus time off payroll)

SENIORITY
None, if prior status was provisional
If prior status was permanent, clock
started as of original appointment date
to CUNY from a civil service list

* A former PROVISIONAL CUNY employee who was TERMINATED due to
the ESTABLISHMENT of a civil service LIST and subsequently REHIREd
from that LIST within 90 calendar days is eligible for these annual
leave accrual rates, as well as a PROVISIONAL CUNY employee who
RESIGNED and is REHIREd from a LIST and returns to payroll WITHIN 31
days from last day paid

** At present, prior service ONLY applies if other jurisdiction
or employer is designated on CHART A under LONGEVITY

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT TO CUNY FROM CUNY CIVIL SERVICE LIST
PRIOR SERVICE IN ANOTHER JURISDICTION

ELIGIBILITY:
EMPLOYEES IN WHITE AND BLUE COLLAR COVERED TITLES WITH PRIOR
PERMANENT STATUS IN THE FORMER JURISDICTION WHO ARE APPOINTED WITH
CONTINUOUS SERVICE TO CUNY FROM AN ELIGIBLE LIST ESTABLISHED BY THE
VICE CHANCELLOR

CIVIL SERVICE STATUS

ANNUAL LEAVE ACCRUAL RATE

PROBATIONARY

If jurisdiction or employer IS
designated on CHART A under VACATION
STRETCH: At rate applicable as if all
full-time continuous preceding service
had been at CUNY
If jurisdiction or employer is NOT
designated on CHART A under VACATION
STRETCH: At a rate based on service as
determined by civil service schedule in
effect on date of first appointment to
CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

None

LONGEVITY**

As of date of first civil service
appointment to CUNY or another covered
jurisdiction or employer (minus time off
payroll) provided all service was
continuous

SERVICE

None

Clock starts as of date of appointment
to title in CUNY

SENIORITY

None

Clock starts as of original appointment
date to CUNY from a civil service list

** At present, prior service ONLY applies if other jurisdiction or
employer is designated on CHART A under LONGEVITY
ELIGIBILITY:
COLLEGE ASSISTANTS WHO ARE BEING APPOINTED TO A FULL-TIME CIVIL SERVICE POSITION FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR OR CITY PERSONNEL DIRECTOR, FOLLOWING A BREAK IN SERVICE OF 31 CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH THEY WERE PAID FOR ACTIVE (*) SERVICE

(*) Time on payroll solely for the payment of accrued annual leave credit is NOT counted in determining the last day paid

CIVIL SERVICE STATUS PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE
College Assistants who have been consecutively re-appointed following their initial appointment whether prior to 7/1/85 or thereafter shall, upon appointment to a full-time position, have each year of consecutive service credited towards additional accumulation of annual leave benefits, provided that a break in service of not more than 31 days has occurred prior to full-time appointment.

GUIDELINES FOR CREDITING SERVICE OR BALANCES ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
Up to the maximum number of days earnable in current vacation year (7/1 - 6/30 for College Assistant) may be credited when supported by official documentation.

SICK LEAVE BALANCES
All sick leave balances supported by official documentation shall be credited.

LONGEVITY
As of date of first civil service appointment (minus time off payroll) provided all service was continuous.

SERVICE
None
Clock starts as of date of appointment to full-time title in CUNY.

SENIORITY
None
Clock starts as of original appointment date to CUNY from a civil service list.
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
TRANSFER TO CUNY BY AN EMPLOYER OF THE "City"
IN A HARD TO RECRUIT TITLE

ELIGIBILITY:
ONLY PERMANENT EMPLOYEES IN A WHITE OR BLUE COLLAR TITLE WHICH
HAS BEEN DESIGNATED AS HARD TO RECRUIT BY THE VICE CHANCELLOR WHO ARE
BEING TRANSFERRED TO CUNY TO A POSITION WITH THE SAME OR SIMILAR
DUTIES

CIVIL SERVICE STATUS PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE
At rate applicable as if all full-time
preceding public service had been at
CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

<table>
<thead>
<tr>
<th>ANNUAL LEAVE BALANCES</th>
<th>All annual leave balances up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SICK LEAVE BALANCES</td>
<td>All sick leave balances up to the maximum number of days earnable in two (2) years shall be credited when supported by official documentation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LONGEVITY**</th>
<th>As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous</th>
</tr>
</thead>
</table>
| SERVICE     | None
  Clock starts as of date of appointment to title in CUNY |

| SENIORITY   | None
  Clock starts as of date of transfer to CUNY |

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PROVISIONAL APPOINTMENT OF PERMANENT EMPLOYEE TO A HIGHER TITLE
AT ANOTHER COLLEGE
OR
PROBATIONARY APPOINTMENT OF A PERMANENTLY CLASSIFIED EMPLOYEE
PROMOTED FROM A CIVIL SERVICE LIST TO A HIGHER TITLE
AT A DIFFERENT CUNY COLLEGE

ELIGIBILITY:
ONLY PERMANENT CUNY EMPLOYEE ACCEPTING A POSITION AT A DIFFERENT CUNY
COLLEGE FROM A PROMOTIONAL CIVIL SERVICE LIST; OR, PERMANENT CUNY EMPLOYEE
ACCEPTING A HIGHER PROVISIONAL POSITION FROM A VACANCY POSTING AT A
DIFFERENT CUNY COLLEGE

CIVIL SERVICE STATUS
See also PPB 1-87
Provisional appointment of permanent
employee to a higher title at another college;
permanent status in lower title in transferred
to the receiving college
Permanently classified employee promoted to
a higher title from a civil service list at a
different CUNY college; employee is placed on
one year leave from permanent title at sending
college while serving probation at receiving
college; upon completion of satisfactory
probation, leave line is ended

ANNUAL LEAVE ACCRUAL RATE
At same rate and in same original accrual
schedule of eligibility as established at the
sending college

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
Up to the maximum number of days earnable in
two (2) years plus current year’s unused
earnings shall be credited when supported by
official documentation

SICK LEAVE BALANCES
All sick leave balances supported by official
documentation shall be credited

LONGEVITY**
As of date of first civil service appointment
to CUNY or another covered jurisdiction or
employer (minus time off payroll) provided all
service is continuous

SERVICE
As of date of appointment to title in CUNY
(minus time off payroll)

SENIORITY
As of date of original appointment to CUNY
from a civil service list

** At present, prior service ONLY applies if other jurisdiction or
employer is designated on CHART A under LONGEVITY

APPROVED
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
PERMANENT OR PROBATIONARY APPOINTMENT TO CUNY
AS A RESULT OF UNIVERSITY INITIATED RECLASSIFICATION

ELIGIBILITY:
PERMANENT AND PROBATIONARY APPOINTMENTS WITH IMMEDIATELY PRIOR
UNCLASSIFIED CUNY SERVICE; APPOINTED AS A RESULT OF UNIVERSITY INITIATED
RECLASSIFICATION. SEE ALSO REGULATION 2.2.5

CIVIL SERVICE STATUS
Dependent on employee's prior service in performing the duties of the reclassified
title will be either
(A) PERMANENT or (B) PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE
At a rate based on continuous years of service, whether in the classified or
unclassified service, as calculated by civil service accrual schedule in effect on
earliest date of continuous appointment to CUNY

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES
All annual leave balances supported by
official documentation shall be credited,
provided that, in instances where balances
exceed the maximum number of days earnable
in two (2) years in a civil service title,
those days in excess will be reduced to
adhere to the civil service maximum within
three (3) subsequent vacation years
following the appointment to the civil
service title. In instances where the
annual leave is not reduced, the excess
annual leave will be converted to increase
the employee's sick leave balance.

SICK LEAVE BALANCES
All sick leave balances supported by
official documentation shall be credited

LONGEVITY
Calculated through same method as used for identifying Seniority date (see below)

SERVICE
None
Clock starts as of date of appointment to
classified title in CUNY

SENIORITY
If permanent - date on which duties were
first performed becomes the original
appointment date
If probationary - as of date of original
appointment to the classified service title
(i.e. date when probation began)

Approved
ELIGIBILITY:
ONLY PERMANENT EMPLOYEES TO AN ELIGIBLE TITLE WITH THE SAME OR COMPARABLE DUTIES WHO FORMERLY SERVED IN ANOTHER JURISDICTION FOR AT LEAST ONE YEAR.

CIVIL SERVICE STATUS: PROBATIONARY for one (1) year as of date of reinstatement to CUNY.

ANNUAL LEAVE ACCRUAL RATE: At entry rate of civil service accrual schedule in effect on date of reinstatement to CUNY.

GUIDELINES FOR CREDITING SERVICE OR BALANCES ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES: None

SICK LEAVE BALANCES*: None

LONGEVITY**: As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous.

SERVICE: None
   Clock starts as of date of appointment to title in CUNY.

SENIORITY: None
   Clock starts as of date of reinstatement to CUNY.

NOTE:
* At the discretion of the College Appointing Officer, the employee from another jurisdiction who is reinstated may be advanced up to a maximum which is the equivalent of two years accumulation of sick leave time for the title prior to its having been earned if such time has been verified as having been accrued at the prior jurisdiction (i.e. since present white and blue collar contracts permit 12 days or 84 hours sick leave accumulation per year, in 1990 this benefit would equal 24 days or 168 hours). Upon completion of the probationary year at the receiving college, the college appointing officer may credit up to the equivalent of two years accumulation of sick leave or the balance, whichever is less. If the employee resigns or does not successfully complete the one year probation at CUNY, payment for any time which has been advanced will be recovered by the college such as a reduction in the final paycheck or other alternative means.

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY.
ELIGIBILITY:

ONLY PERMANENT CUNY EMPLOYEES

(1) Within one year of CUNY resignation, or retirement, or
(2) Within four years from a preferred list as a result of abolition or reduction of position, or
(3) Within one year after the cessation of a disability which was the result of occupational injury or disease as defined in the worker's compensation law; if no position exists to which the former employee may be reinstated, the person's name shall be placed on a preferred list and eligibility will continue for up to an additional four years.

CIVIL SERVICE STATUS

PROBATIONARY for one (1) year as of date of reinstatement to CUNY.

ANNUAL LEAVE ACCRUAL RATE

At rate attained prior to resignation or retirement. Time off payroll is not counted in determining when employee becomes eligible for higher accrual rate.

CREDITING OF:

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

All sick leave balances supported by official documentation shall be re-credited

LONGEVITY**

As of date of first civil service appointment to CUNY or another covered jurisdiction or employer (minus time off payroll) provided all service was continuous.

SERVICE

As of date of appointment to title in CUNY (minus time off payroll)

SENIORITY

As of original appointment date to CUNY from a civil service list.

** At present, prior service ONLY applies if other jurisdiction or employer is designated on CHART A under LONGEVITY.
GLOSSARY

**SENIORITY DATE:** The date of original appointment, in the competitive class from a civil service list in probationary status or to a title in the labor or non-competitive class to which layoff rights have been granted, provided service has been continuous; this date is used in determining inverse order for layoff.

**SERVICE INCREMENT DATE:** the date of first appointment to a specific title or title/level provided service has been continuous; this date is used in determining eligibility for negotiated salary increments based on length of time in a title or title/level; length of service in CUNY civil service titles includes provisional time.

**LONGEVITY INCREMENT:** this identifies the number of years in which an employee has been in active CUNY and/or "CITY" service. It calculates total service often covering advancements through different classified positions although the time off payroll on an authorized leave without pay is not counted. The date at which the longevity clock starts is recalculated if there has been a break in continuous service. Eligibility is limited to employees with 15 years or more years of service in pay status who are NOT in a title already eligible for a longevity differential or service increment as established by the Salary Review or Equity Panel.

**REINSTATEMENT:** The probationary appointment to an eligible title within CUNY of a candidate, to a position with the same or similar duties without the need for examination. Only a candidate who had attained permanent civil service status within CUNY or another jurisdiction is eligible for reinstatement. A reinstatement action can occur up to a maximum of four years or, equal to time served following permanent appointment, whichever is less, from the date of resignation or retirement.

**TRANSFER:** The appointment of a candidate from a CUNY TRANSFER roster (benefits defined by union contract); or the appointment of a candidate from another jurisdiction in an eligible title which has been designated as HARD TO FILL by the Vice Chancellor (current benefits for white and blue collar defined by union contract, any additional ones can only be accomplished through Reciprocal Agreement entered into by the Vice Chancellor; benefits for 220 employees can only be accomplished through Reciprocal Agreement entered into by the Vice Chancellor).

**JURISDICTION:** A term used to designate a division of the State Civil Service which is empowered by State Law to implement its own Civil Service Rules and generally provides for and implements unique and distinct time and leave provisions for its employees. Examples of Civil Service Jurisdictions in New York State separate from CUNY are: City of New York (which includes the agencies under the NYC Department of Personnel); City of Albany; School Construction Authority; County of Nassau; Health and Hospitals Corporation; State Dormitory Authority; City of Yonkers.
<table>
<thead>
<tr>
<th>New York City Mayoral Agencies &amp; Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging</td>
</tr>
<tr>
<td>Buildings</td>
</tr>
<tr>
<td>CDCSA</td>
</tr>
<tr>
<td>City Planning Commission</td>
</tr>
<tr>
<td>Comm. Bd. Assist. Unit</td>
</tr>
<tr>
<td>Comm. on Human Rights</td>
</tr>
<tr>
<td>Consumer Affairs</td>
</tr>
<tr>
<td>Correction</td>
</tr>
<tr>
<td>Cultural Affairs</td>
</tr>
<tr>
<td>Department of Records</td>
</tr>
<tr>
<td>Dept. of Employment</td>
</tr>
<tr>
<td>Dept. of Environmental Protection</td>
</tr>
<tr>
<td>Dept. of General Services</td>
</tr>
<tr>
<td>Dept. of Investigation</td>
</tr>
<tr>
<td>Dept. of Juvenile Justice</td>
</tr>
<tr>
<td>Dept. of Personnel</td>
</tr>
<tr>
<td>Dept. of Social Services/HRA</td>
</tr>
<tr>
<td>Dept. of Transporation</td>
</tr>
<tr>
<td>Dept. of Youth Services</td>
</tr>
<tr>
<td>Economic Development</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Financial Information Services Agency</td>
</tr>
<tr>
<td>Fire Department</td>
</tr>
<tr>
<td>Health Department</td>
</tr>
<tr>
<td>Housing Preservation and Development</td>
</tr>
<tr>
<td>Law Department</td>
</tr>
<tr>
<td>Mental Health and Standards</td>
</tr>
<tr>
<td>NYCERS</td>
</tr>
<tr>
<td>Office of Collective Bargaining</td>
</tr>
<tr>
<td>Office of Management &amp; Budget</td>
</tr>
<tr>
<td>Office of Municipal Labor Relations</td>
</tr>
<tr>
<td>Office of Payroll Administration</td>
</tr>
<tr>
<td>Office of the Mayor</td>
</tr>
<tr>
<td>Parks and Recreation</td>
</tr>
<tr>
<td>Police Department</td>
</tr>
<tr>
<td>Ports &amp; Intn'l Trade</td>
</tr>
<tr>
<td>Probation Department</td>
</tr>
<tr>
<td>Sanitation Department</td>
</tr>
<tr>
<td>Tax Commission</td>
</tr>
<tr>
<td>Taxi and Limo</td>
</tr>
<tr>
<td>Teacher's Retirement Sys</td>
</tr>
</tbody>
</table>

Approved: 7/26/90
**CHART D**

**THE CITY UNIVERSITY OF NEW YORK**

**EMPLOYEES COVERED BY BLUE COLLAR AGREEMENT**

**ANNUAL LEAVE ACCRUAL SCHEDULE**

**FULL-TIME or HOURLY PAID, 40 hour work week**

**EMPLOYEES HIRED AFTER JULY 1, 1985**

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>ALLOWANCE HOURS</th>
<th>DAYS</th>
<th>MONTHLY ACCRUAL HOURS</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of 1st Year**</td>
<td>80</td>
<td>10</td>
<td>6 - 2/3 hours</td>
<td>1</td>
</tr>
<tr>
<td>Beginning of 2nd Year</td>
<td>104</td>
<td>13</td>
<td>8 - 2/3 hours</td>
<td>2</td>
</tr>
<tr>
<td>Beginning of 3rd Year</td>
<td>104</td>
<td>13</td>
<td>8 - 2/3 hours</td>
<td>1</td>
</tr>
<tr>
<td>Beginning of 4th Year</td>
<td>120</td>
<td>15</td>
<td>10 hours</td>
<td>1-1/4</td>
</tr>
<tr>
<td>Beginning of 5th Year</td>
<td>160</td>
<td>20</td>
<td>13 - 1/3 hours</td>
<td>1-2/3</td>
</tr>
<tr>
<td>Beginning of 8th Year</td>
<td>200</td>
<td>25</td>
<td>16 - 2/3 hours</td>
<td>2</td>
</tr>
<tr>
<td>Beginning of 15th Year</td>
<td>216</td>
<td>27</td>
<td>18 hours</td>
<td>2-1/4</td>
</tr>
</tbody>
</table>

**EMPLOYEES HIRED PRIOR TO JULY 1, 1985**

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>ALLOWANCE HOURS</th>
<th>DAYS</th>
<th>MONTHLY ACCRUAL HOURS</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 8th Year</td>
<td>160</td>
<td>20</td>
<td>13 - 1/3 hours</td>
<td>1-2/3</td>
</tr>
<tr>
<td>At the beginning of the employee’s 8th Year</td>
<td>200</td>
<td>25</td>
<td>16 - 2/3 hours</td>
<td>2</td>
</tr>
<tr>
<td>At the beginning of the employee’s 15th Year</td>
<td>216</td>
<td>27</td>
<td>18 hours</td>
<td>2-1/4</td>
</tr>
<tr>
<td>At the beginning of the employee’s 15th Year if BHE (CUNY) service began prior to 1/1/57</td>
<td>240</td>
<td>30</td>
<td>20 hours</td>
<td>2-1/2</td>
</tr>
</tbody>
</table>

**USAGE OF ANNUAL LEAVE CREDITS**

Any employee who has completed four (4) months of service may be permitted to take approved annual leave as it accrues. Prior to the completion of four months of service, annual leave may not be used for other than religious holidays.
ISSUE:
Interpretation and clarification of Charts LIST7 and PROV6 within Personnel Policy Bulletin 13-90, now renamed LIST7R AND PROV6R.

Charts LIST7R AND PROV6R delineate the accrual rate which a college assistant appointed with continuous service to a full-time title is eligible for upon appointment. These charts also explain the method for determining when such an employee is eligible to receive a higher accrual rate as a function of years of continuous service.
ELIGIBILITY:
COLLEGE ASSISTANTS WHO ARE BEING APPOINTED PROVISIONALLY TO A
FULL-TIME CIVIL SERVICE POSITION, FOLLOWING A BREAK IN SERVICE OF 31
CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH THEY WERE PAID FOR
ACTIVE(*) SERVICE
(*)Time on payroll solely for the payment of accrued annual leave credit
is NOT counted in determining the last date paid

CIVIL SERVICE STATUS PROVISIONAL
ANNUAL LEAVE ACCRUAL RATE
College Assistants who have been consecutively
re-appointed following their initial appointment
whether prior to 7/1/85 or thereafter shall,
EFFECTIVE UPON THE DATE OF THE ISSUANCE OF PPB
13-90 FOR THOSE APPOINTED PRIOR TO THIS DATE TO A
FULL-TIME POSITION OR upon appointment to a
full-time position AFTER THE DATE OF ISSUANCE OF
PPB 13-90, have each year of consecutive service
credited towards additional accumulation of annual
leave benefits, provided that a break in service
of not more than 31 days has occurred prior to
full-time appointment. FOR A PERSON WHOSE INITIAL
COLLEGE ASSISTANT APPOINTMENT PREDATES 7/1/85, THE
BASE FOR CALCULATION IS 20 DAYS PER YEAR. FOR A
PERSON WHOSE INITIAL APPOINTMENT IS ON OR AFTER
7/1/85, THE BASE FOR CALCULATION IS 10 DAYS PER
YEAR.

GUIDELINES FOR CREDITING SERVICE OR BALANCES
ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES None
SICK LEAVE BALANCES All sick leave balances when supported by official
documentation shall be re-credited
LONGEVITY As of date of first civil service appointment
(minus time off payroll) provided all service was
continuous
SERVICE None
Clock starts as of date of appointment to
full-time title in CUNY
SENIORITY None
ELIGIBILITY:

COLLEGE ASSISTANTS WHO ARE BEING APPOINTED TO A FULL-TIME CIVIL SERVICE POSITION FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR OR CITY PERSONNEL DIRECTOR, FOLLOWING A BREAK IN SERVICE OF 31 CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH THEY WERE PAID FOR ACTIVE(*) SERVICE

(*)Time on payroll solely for the payment of accrued annual leave credit is NOT counted in determining the last day paid.

CIVIL SERVICE STATUS

PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE

College Assistants who have been consecutively reappointed following their initial appointment whether prior to 7/1/85 or thereafter shall, EFFECTIVE UPON THE DATE OF THE ISSUANCE OF PPB 13-90 FOR THOSE APPOINTED PRIOR TO THIS DATE TO A FULL-TIME POSITION OR upon appointment to a full-time position AFTER THE DATE OF ISSUANCE OF PPB 13-90, have each year of consecutive service credited towards additional accumulation of annual leave benefits, provided that a break in service of not more than 31 days has occurred prior to full-time appointment. FOR A PERSON WHOSE INITIAL COLLEGE ASSISTANT APPOINTMENT PREDATES 7/1/85, THE BASE FOR CALCULATION IS 20 DAYS PER YEAR. FOR A PERSON WHOSE INITIAL APPOINTMENT IS ON OR AFTER 7/1/85, THE BASE FOR CALCULATION IS 10 DAYS PER YEAR.

GUIDELINES FOR CREDITING SERVICE OR BALANCES ACCUMULATED PRIOR TO THIS ACTION:

ANNUAL LEAVE BALANCES Up to the maximum number of days earnable in current vacation year (7/1 - 6/30 for College Assistant) may be credited when supported by official documentation

SICK LEAVE BALANCES All sick leave balances supported by official documentation shall be credited

LONGEVITY As of date of first civil service appointment (minus time off payroll) provided all service was continuous

SERVICE None Clock starts as of date of appointment to full-time title in CUNY

SENIORITY None Clock starts as of original appointment date to CUNY from a civil service list
<table>
<thead>
<tr>
<th>Date of Appt. as College Assistant which has been followed by continuous service</th>
<th>Date of Appt. to full time title and rate of accrual on appt date</th>
<th>Years of Continuous Service</th>
<th>Accrual Rate as of 7/25/90</th>
<th>New Accrual Rate as of 7/26/90</th>
<th>Date of Eligibility and higher accrual rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/80</td>
<td>1/5/85</td>
<td>5</td>
<td>20 days</td>
<td>25 days</td>
<td>1/1/94</td>
</tr>
<tr>
<td>5/1/83</td>
<td>12/5/85</td>
<td>2 yrs/7 mon</td>
<td>20 days</td>
<td>25 days</td>
<td>5/1/97</td>
</tr>
<tr>
<td>7/1/86</td>
<td>7/1/89</td>
<td>3</td>
<td>15 days</td>
<td>15 days</td>
<td>7/1/91</td>
</tr>
<tr>
<td>2/1/90</td>
<td>6/1/90</td>
<td>4 months</td>
<td>10 days</td>
<td>10 days</td>
<td>2/1/91</td>
</tr>
</tbody>
</table>

Personnel Policy Bulletin Number 13-90 was adopted on 7/26/90. It should not be implemented retroactively, and should not therefore retroactively increase accruals, prior to 7/26/90 eligibility, in any annual leave bank.