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 thirty-two (32) 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 Human Resources 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 in the glossary, page 35. Charts identifying public employers which are external to CUNY and for whom special provisions may apply in certain circumstances can be found in the glossary's attachment A and B, pages 36 and 37. In addition, please consult **Interpretive Memo 6-90** regarding the explicit policies which govern the **Vacation Stretch** provisions.
## A  PROVISIONAL APPOINTMENT

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PROV1</td>
<td>1</td>
<td>No prior CUNY or &quot;city&quot; service</td>
</tr>
<tr>
<td>2</td>
<td>PROV2</td>
<td>2</td>
<td>CUNY provisional on leave of absence for childcare, military, Worker’s Compensation</td>
</tr>
<tr>
<td>3</td>
<td>PROV3</td>
<td>3</td>
<td>Prior “city” provisional- appointed following a break in service of 31 calendar days or less</td>
</tr>
<tr>
<td>4</td>
<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>5</td>
<td>PROV5</td>
<td>5</td>
<td>Prior CUNY or “city” provisional re-appointed following a break in service of more than 31 calendar days</td>
</tr>
<tr>
<td>6</td>
<td>PROV6R</td>
<td>6</td>
<td>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</td>
</tr>
<tr>
<td>6(A)</td>
<td></td>
<td>7</td>
<td>EXAMPLES OF PROV6R</td>
</tr>
<tr>
<td>7</td>
<td>PROV8</td>
<td>8</td>
<td>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</td>
</tr>
<tr>
<td>8</td>
<td>UNC1</td>
<td>9</td>
<td>Provisional appointment with prior CUNY unclassified service; NOT as a result of UNIVERSITY initiated reclassification</td>
</tr>
</tbody>
</table>

## B  LIST APPOINTMENT

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LIST2</td>
<td>10</td>
<td>Prior Provisional status in white or blue collar titles in former jurisdiction who are appointed with continuous service to CUNY</td>
</tr>
<tr>
<td>2</td>
<td>LIST3</td>
<td>11</td>
<td>CUNY employee with Prior Provisional or Permanent status in white or blue collar titles who are appointed with continuous service to CUNY service from an eligible list established by the Vice Chancellor or City Personnel Director; provisional CUNY employee who was terminated due to the establishment of a civil service list and subsequently rehired within 90 calendar days from the same list</td>
</tr>
</tbody>
</table>
### LIST APPOINTMENT

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>LIST5</td>
<td>12</td>
<td>Prior permanent status in white or blue collar titles in former jurisdiction who are appointed with continuous service to CUNY from an eligible list</td>
</tr>
<tr>
<td>6</td>
<td>LIST6</td>
<td>13</td>
<td>Prior permanent status with continuous service in another jurisdiction who are in a title designated by the Vice Chancellor as Hard To Recruit</td>
</tr>
<tr>
<td>7</td>
<td>LIST7R</td>
<td>14</td>
<td>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.</td>
</tr>
<tr>
<td>7a</td>
<td></td>
<td>15</td>
<td>EXAMPLES OF LIST7R</td>
</tr>
<tr>
<td>9</td>
<td>LIST8</td>
<td>16</td>
<td>Appointment of an employee in a 220 title no prior CUNY SERVICE</td>
</tr>
<tr>
<td>10</td>
<td>LIST9</td>
<td>17</td>
<td>CUNY employees in 220 titles with prior provisional or permanent status who are appointed with continuous CUNY service from eligible list established by the vice chancellor</td>
</tr>
<tr>
<td>11</td>
<td>LIST 10</td>
<td>18</td>
<td>CUNY employees in 220 titles with prior provisional status who are appointed withing 31 days of prior CUNY service from an eligible list established by the Vice Chancellor</td>
</tr>
<tr>
<td>12</td>
<td>LIST 11</td>
<td>19</td>
<td>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</td>
</tr>
<tr>
<td>13</td>
<td>UNCS3</td>
<td>20</td>
<td>Probationary appointment with immediately prior CUNY unclassified service; not as a result of a UNIVERSITY initiated reclassification</td>
</tr>
</tbody>
</table>
### C TRANSFER APPOINTMENT

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TRANS1</td>
<td>21</td>
<td>Transfer within CUNY in the same classified title from a transfer roster; Probation is called TRIAL PERIOD lasting 3 months</td>
</tr>
<tr>
<td>2</td>
<td>TRANS2</td>
<td>22</td>
<td>Transfer to CUNY of a permanent employee of the “city” in a white or blue collar title designated by the Vice Chancellor as Hard to Recruit</td>
</tr>
<tr>
<td>3</td>
<td>TRANS3</td>
<td>23</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>
</tbody>
</table>

### D REINSTATEMENT

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REIN1</td>
<td>24</td>
<td>Reinstatement to CUNY Candidates with at least one year of service in permanent status in another jurisdiction who are reinstated by a CUNY within one year from their date of resignation or retirement</td>
</tr>
<tr>
<td>2</td>
<td>REIN2</td>
<td>25</td>
<td>Reinstatement to CUNY Candidates with at least one year of service in Permanent status in another jurisdiction who are reinstated by CUNY after more than one year but less than four years, or time served, from their date of resignation or retirement</td>
</tr>
<tr>
<td>3</td>
<td>REIN3</td>
<td>26</td>
<td>Reinstatement within CUNY candidates with at least one year of service in Permanent status in CUNY who are reinstated by CUNY : A. within one year from their date of CUNY resignation or retirement B. within four years from a preferred list as a result of abolition or reduction of position C. within one year after the cessation of a disability which was the result of occupational injury or disease</td>
</tr>
<tr>
<td>4</td>
<td>REIN3RA</td>
<td>27</td>
<td>Only permanent CUNY employees within one year of CUNY resignation, or retirement</td>
</tr>
</tbody>
</table>

- III -
### D  REINSTATEMENT

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>REIN3RB</td>
<td>28</td>
<td>Layoff under Section 81 of the New York State Civil Service Law: reinstatement within four years from a preferred list as a result of abolition of reduction of position, OR cessation of a disability leave granted under Section 71 or 73 of the New York State Civil Service Law: reinstatement within one year after the cessation of a disability under Section 71 or 73 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 list and eligibility will continue for up to an additional four years.</td>
</tr>
<tr>
<td>6</td>
<td>REIN3RC</td>
<td>29</td>
<td>Appointment made from preferred list without a break in service (i.e. next business day appointment)</td>
</tr>
<tr>
<td>7</td>
<td>REIN4</td>
<td>30</td>
<td>Reinstatement within CUNY candidates with at least one year of service in Permanent status in CUNY who are reinstated by CUNY after more than one year but less than four years, or time served, from their date of resignation or retirement.</td>
</tr>
</tbody>
</table>

### E  LAYOFF

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TRILOLRSTR</td>
<td>31</td>
<td>Only permanent employees. Appointment from transfer in lieu of layoff roster made before layoff date</td>
</tr>
<tr>
<td>2</td>
<td>PLRSTR</td>
<td>32</td>
<td>Appointment from placement roster made before layoff date</td>
</tr>
</tbody>
</table>

### F  NON-COMPETITIVE APPOINTMENT

<table>
<thead>
<tr>
<th>Sub-Number</th>
<th>Chart Name</th>
<th>Page #</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UNC4</td>
<td>33</td>
<td>Non-competitive appointments to managerial confidential title with Managerial Confidential. Immediately prior unclassified CUNY service appointment made as a consequence of university initiated reclassification</td>
</tr>
<tr>
<td>2</td>
<td>NonComp1</td>
<td>34</td>
<td>From a provisional appointment to a college assistant appointment within a college following a break in service of 31 calendar days or less from last date for which he/she was paid for active service</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:

ANNUAL LEAVE BALANCES  
None

SICK LEAVE BALANCES  
None

LONGEVITY  
None
Clock starts as of date of appointment to CUNY

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

SENIORITY  
None

Formerly PPB13-90

APPROVED

7/26/90
ELIGIBILITY:
RETURN OF PROVISIONAL FROM AUTHORIZED LEAVE OF ABSENCE FOR
CHILD CARE LEAVE
MILITARY LEAVE (*) (#)
LEAVE BY REASON OF A DISABILITY RESULTING FROM
OCcupational injury or disease as defined in the
Worker's Compensation law (#)

CIVIL SERVICE STATUS
PROVISIONAL

ANNUAL LEAVE ACCRUAL RATE
At same rate and in same original
Accrual schedule of eligibility in
effect when employee's authorized
leave of absence was initiated

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

ANNUAL LEAVE BALANCES
None, except for #
(#) only. Up to the maximum number
of days earnable in two years shall
be credited when supported by
official documentation

SICK LEAVE BALANCES
None, except for *
(*) only. All sick leave balances
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
As of date of appointment to title
in CUNY (minus time off payroll)

SENIORITY
None

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

Formerly PPB13-90

- 2 -
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

Formerly PPB13-90

Approved

7/26/90

- 3 -
ELIGIBILITY:
PROVISIONAL CUNY EMPLOYEE WHO IS BEING REAPPOINTED AT ANY CUNY COLLEGE 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
At same rate and in same accrual schedule of eligibility in effect when employee resigned or was terminated.

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

<table>
<thead>
<tr>
<th>ANNUAL LEAVE BALANCES</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>SICK LEAVE BALANCES</td>
<td>All sick leave balances when supported by official documentation shall be re-credited</td>
</tr>
<tr>
<td>LONGEVITY**</td>
<td>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</td>
</tr>
<tr>
<td>SERVICE</td>
<td>As of date of appointment to title in CUNY (minus time off payroll)</td>
</tr>
<tr>
<td>SENIORITY</td>
<td>None</td>
</tr>
</tbody>
</table>

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

Formerly PPB13-90

APPROVED

7/26/91
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

Formerly PPB13-90

APPROVED
7/26/90
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.

VIL SERVICE STATUS

PROVISIONAL

NUAL 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

LONGEVIY

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

SERVICE

None

Seniority

None

Formerly IM9-90
# Examples of Implementation of Prov6rand List7

<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>13 days</td>
<td>3</td>
<td>15 days</td>
<td>15 days</td>
</tr>
<tr>
<td>2/1/90</td>
<td>6/1/90</td>
<td>10 days</td>
<td>4 months</td>
<td>10 days</td>
<td>10 days</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.

Formerly ppb19-90
**THE CITY UNIVERSITY OF NEW YORK**

**EMPLOYEE TIME AND LEAVE PROVISIONS**

**PROVISIONAL APPOINTMENT OF PERMANENT EMPLOYEE TO A HIGHER TITLE**

**AT A DIFFERENT 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**

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**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.

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**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:**

<table>
<thead>
<tr>
<th>Balances</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANNUAL LEAVE BALANCES</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SICK LEAVE BALANCES</strong></td>
<td>All sick leave balances supported by official documentation shall be credited.</td>
</tr>
<tr>
<td><strong>LONGEVITY</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SERVICE</strong></td>
<td>As of date of appointment to title in CUNY (minus time off payroll)</td>
</tr>
<tr>
<td><strong>SENIORITY</strong></td>
<td>As of date of original appointment to CUNY from a civil service list</td>
</tr>
</tbody>
</table>

---

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

Formerly PPB13-90 - BETWL

---

**APPROVED**

7/26/90
ELIGIBILITY:
PROVISIONAL APPOINTMENTS WITH IMMEDIATELY PRIOR UNCLASSIFIED CUNY SERVICE; NOT AS A RESULT OF UNIVERSITY INITIATED RECLASSIFICATION

CIVIL SERVICE STATUS

PROVISIONAL

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

None

Clock starts as of date of appointment to classified title in CUNY

SERVICE

None

Clock starts as of appointment to classified title in CUNY

SENIORITY

None

Formerly PPB13-90

APPROVED

7/26/90
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 VICE CHANCELLOR

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
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:
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

Formerly PPB 13-90

APPROVED

7/25/90
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

LONGBEVITY**
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 LONGBEVITY

Formerly PPB 13-90

- 12 -
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT TO CUNY FROM CUNY CIVIL SERVICE LIST
IN A TITLE DESIGNATED AS HARD TO RECRUIT BY THE VICE CHANCELLOR

ELIGIBILITY:
EMPLOYEES FROM ANOTHER JURISDICTION WHO ARE APPOINTED TO CUNY
FROM AN ELIGIBLE LIST IN A TITLE DESIGNATED AS HARD TO RECRUIT BY
THE VICE CHANCELLOR WITH NO BREAK FROM PRIOR APPOINTMENT;
STATUS IN PRIOR JURISDICTION MUST HAVE BEEN PERMANENT

<table>
<thead>
<tr>
<th>CIVIL SERVICE STATUS</th>
<th>PROBATIONARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL LEAVE ACCRUAL RATE</td>
<td>At rate applicable as if all full-time continuous public service immediately preceding appointment had been at CUNY</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ANNUAL LEAVE BALANCES</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>SICK LEAVE BALANCES</td>
<td>None</td>
</tr>
<tr>
<td>LONGEVITY**</td>
<td>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</td>
</tr>
</tbody>
</table>
| 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

Formerly PPB 13-90

- 13 -
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN CUNY FROM A CUNY OR CITY CIVIL
SERVICE LIST WITH PRIOR CONTINUOUS SERVICE IN CUNY
FROM COLLEGE ASSISTANT TITLE

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
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
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

Formerly IM9-90

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<table>
<thead>
<tr>
<th>Date of Appt. as College Assistant which has been followed by continuous service</th>
<th>Date of Appt. to fulltime 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 20 days</td>
<td>5</td>
<td>20 days</td>
<td>25 days</td>
<td>1/1/94 27 days</td>
</tr>
<tr>
<td>5/1/83</td>
<td>12/5/85 20 days</td>
<td>2 yrs/7 mo</td>
<td>20 days</td>
<td>25 days</td>
<td>5/1/97 27 days</td>
</tr>
<tr>
<td>7/1/86</td>
<td>7/1/89 13 days</td>
<td>3</td>
<td>15 days</td>
<td>15 days</td>
<td>7/1/91 20 days</td>
</tr>
<tr>
<td>2/1/90</td>
<td>6/1/90 10 days</td>
<td>4 months</td>
<td>10 days</td>
<td>10 days</td>
<td>2/1/91 13 days</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.

Formerly ppb19-90

APPROVED

\[\text{Signature}\]

\[4/70\]
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT TO CUNY FROM CIVIL SERVICE LIST

ELIGIBILITY:

APPOINTMENT OF AN EMPLOYEE IN A 220 TITLE
NO PRIOR CUNY SERVICE

CIVIL SERVICE STATUS

ANNUAL LEAVE ACCRUAL RATE

PROBATIONARY
At entry rate of civil service accrual schedule in effect on date of appointment to CUNY or at rate specified in comptroller's determination for title

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 appointment to CUNY

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 list

Formerly PPB1-01

APPROVED

University Personnel Director

09/27/01

- 16 -
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN CUNY FROM A CUNY CIVIL SERVICE LIST
PRIOR CONTINUOUS SERVICE IN CUNY

ELIGIBILITY:

CUNY EMPLOYEES IN 220 TITLES WITH PRIOR PROVISIONAL OR
PERMANENT STATUS WHO ARE APPOINTED WITH CONTINUOUS CUNY SERVICE
FROM ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR

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 or at
rate specified in comptroller’s determination

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

ANNUAL LEAVE BALANCES

Up to the maximum number of days earnable in the
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 (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

Formerly PPB 1-01

APPROVED
9/3/01
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN CUNY FROM A CUNY CIVIL SERVICE LIST
PRIOR SERVICE IN CUNY

ELIGIBILITY:

CUNY EMPLOYEES IN 220 TITLES WITH PRIOR PROVISIONAL STATUS WHO ARE APPOINTED WITHIN 31 DAYS OF PRIOR CUNY SERVICE FROM AN ELIGIBLE LIST ESTABLISHED BY THE VICE CHANCELLOR

CIVIL SERVICE STATUS

PROBATIONARY

ANNUAL LEAVE ACCRUAL RATE

At same rate and in same original accrual schedule of eligibility in effect for employee on date of first appointment to CUNY or at rate specified in comptroller’s determination

GUIDELINES FOR CREDITING SERVICE OR BALANCES ACCUMULATED PRIOR TO THIS ACTION

ANNUAL LEAVE BALANCES

None

SICK LEAVE BALANCES

All sick leave balances supported by official documentation shall be credited

LONGEVITY

Clock starts as of date of continuous service appointment to CUNY

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

Formerly PPB 1-01

- 18 -
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

Formerly PPB13-90 BETW1

APPROVED

7/26/90

- 19 -
ELIGIBILITY:

PROBATIONARY APPOINTMENTS WITH IMMEDIATELY PRIOR UNCLASSIFIED CUNY SERVICE; NOT AS A RESULT OF UNIVERSITY INITIATED RECLASSIFICATION

CIVIL SERVICE STATUS

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

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

SERVICE

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

SENIORITY

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

Formerly PPB13-90

- 20 -

APPROVED

7/26/90
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
TRANSFER WITHIN CUNY FROM TRANSFER ROSTER

ELIGIBILITY:
ONLY PERMANENT CUNY EMPLOYEES SELECTED FROM TRANSFER ROSTER WHO
ARE BEING TRANSFERRED IN THE SAME CLASSIFIED TITLE

CIVIL SERVICE STATUS
Reciprocal three (3) month TRIAL PERIOD
in new assignment
Permanent status maintained through a
three (3) month leave of absence from
position at former college during TRIAL
period

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 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

Formerly PPB13-90

APPROVED
7/20/90
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:

ANNUAL LEAVE BALANCES All 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 All 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 date of transfer to
CUNY

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

Formerly PPB13-90

[Signature]
7/26/90
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
TRANSFER TO CUNY FROM ANOTHER JURISDICTION
IN A HARD TO RECRUIT TITLE

ELIGIBILITY:
ONLY PERMANENT EMPLOYEES FROM ANOTHER JURISDICTION IN TITLES
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
ADDITIONAL BENEFITS MAY BE GRANTED ON A TITLE BY TITLE BASIS AS A
RESULT OF AN AGREEMENT WHICH MAY BE RECIPROCAL BETWEEN THE
JURISDICTIONS

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:

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 transfer to
CUNY

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

Formerly PPB13-90
The City University of New York
Employee Time and Leave Provisions
Reinstatement from Another Jurisdiction
Within One Year of Their Prior Service

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: 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.

Formerly PPB13-90
ELIGIBILITY:
ONLY PERMANENT EMPLOYEES TO AN ELIGIBLE TITLE WITH THE SAME OR COMPARABLE DUTIES WHO FORMERLY SERVED IN ANOTHER JURISDICTION AND ARE REQUESTING REINSTATEMENT AFTER MORE THAN ONE YEAR BUT LESS THAN FOUR YEARS FOLLOWING PRIOR SERVICE PROVIDED THAT SUCH REINSTATEMENT MUST BE ACCOMPLISHED NOT LATER THAN THE PERIOD OF TIME EQUIVALENT TO THE TIME THE EMPLOYEE ACTUALLY SERVED IN THE CIVIL SERVICE

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 None
Clock starts as of date of reinstatement to CUNY

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

SENIORITY None
Clock starts as of date of reinstatement to CUNY

Formerly PPB13-90

[Signature]

7/26/90
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

APPROVED
7/26/90
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
REINSTATEMENT WITHIN CUNY

LIGIBILITY:
ONLY PERMANENT CUNY EMPLOYEES
Within one year of CUNY resignation, or retirement,

<table>
<thead>
<tr>
<th>CIVIL SERVICE STATUS</th>
<th>PROBATIONARY for one (1) year as of date of reinstatement to CUNY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL LEAVE ACCRUAL RATE</td>
<td>At rate attained prior to resignation or retirement. Time off payroll is not counted in determining when employee becomes eligible for higher accrual rate.</td>
</tr>
</tbody>
</table>

EDITING 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

Formerly PPB 7-95

- 27 -

Approved
Eligibility: ONLY PERMANENT EMPLOYEES

(1) Layoff under Section 81 of the New York State Civil Service Law: reinstatement within four years from a preferred list as a result of abolition of reduction of position, OR

(2) Cessation of a disability leave granted under Section 71 or 73 of the New York State Civil Service Law: reinstatement within one year after the cessation of a disability under Section 71 or 73 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.

<table>
<thead>
<tr>
<th>CIVIL SERVICE STATUS</th>
<th>PERMANENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL LEAVE ACCRUAL RATE</td>
<td>At rate attained prior to resignation or retirement. Time off payroll is not counted in determining when employee becomes eligible for higher accrual rate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDITING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL LEAVE BALANCES</td>
</tr>
<tr>
<td>SICK LEAVE BALANCES</td>
</tr>
<tr>
<td>LONGEVITY **</td>
</tr>
<tr>
<td>SERVICE</td>
</tr>
<tr>
<td>SENIORITY</td>
</tr>
</tbody>
</table>

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

Formerly ppb7-95  

- 28 -
REINSTATEMENT WITHIN CUNY
(ReinJRC)

ELIGIBILITY:
ONLY PERMANENT CUNY EMPLOYEES
APPOINTMENT MADE FROM PREFERRED LIST
WITHOUT A BREAK IN SERVICE (i.e. next business day appointment)

CIVIL SERVICE STATUS
PERMANENT

ANNUAL LEAVE ACCRUAL RATE
At same rate attained at sending college prior to notice of layoff

CREDITING OF:

ANNUAL LEAVE BALANCES
All annual leave balances up to the maximum number earnable in two (2) years shall be credited when supported by official documentation

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

Formerly PPB4-96
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
REINSTatement WITHIN CUNy
MORE THAN ONE YEAR BUT LESS THAN FOUR YEARS,
OR TIME SERVED, WHICHEREVER IS LESS, FROM DATE OF
CUNY RESIGNATION OF RETIREMENT

ELIGIBILITY:
ONLY PERMANENT CUNY EMPLOYEES

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

CREDITING OF:

ANNUAL LEAVE BALANCES
None

SICK LEAVE BALANCES
None

LONGEVITY
None
Clock starts as of date of reinstatement
to CUNY

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

SENIORITY
None
Clock starts as of date of reinstatement
to CUNY

Formerly PPBI3–90

- 30 -
Eligibility: ONLY PERMANENT EMPLOYEES
         APPOINTMENT FROM TRANSFER IN LIEU OF LAYOFF ROSTER
         MADE BEFORE LAYOFF DATE

CIVIL SERVICE STATUS PERMANENT
ANNUAL LEAVE ACCRUAL RATE At same rate attained at sending
college prior to notice of layoff

CREDITING OF:

ANNUAL LEAVE BALANCES All annual leave balances up to the
maximum number earnable in two (2)
years shall be credited when
supported by official documentation

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

Formerly PPB 8-95

- 31 -
The City University of New York
Employee Time and Leave Provisions
Appointment from a Placement Roster
Following Notification of Abolition or RIF Under CSL Section 80

Eligibility: ONLY PERMANENT EMPLOYEES
APPOINTMENT FROM PLACEMENT ROSTER
MADE BEFORE LAYOFF DATE

CIVIL SERVICE STATUS
PERMANENT with a THREE month TRIAL period*

ANNUAL LEAVE ACCRUAL RATE
At same rate attained at sending college prior to notice of layoff

CREDITING OF:

ANNUAL LEAVE BALANCES
All annual leave balances up to the maximum number earnable in two (2) years shall be credited when supported by official documentation

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

* If trial period is unsatisfactory to college or employee, the candidate's name will be placed on Preferred List for appointment

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

Formerly PPB1-85
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
NON-COMPETITIVE MANAGERIAL APPOINTMENT TO CUNY
MANAGERIAL/CONFIDENTIAL TITLE

ELIGIBILITY:
NON-COMPETITIVE APPOINTMENTS TO MANAGERIAL CONFIDENTIAL TITLE WITH
IMMEDIATELY PRIOR UNCLASSIFIED CUNY SERVICE; appointment made as a
consequence of university initiated reclassification

CIVIL SERVICE STATUS
NON-COMPETITIVE
MANAGERIAL CONFIDENTIAL

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 rate 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
Clock starts as of date of appointment to
former position in unclassified service
performing qualifying managerial service
duties

SERVICE
Time In Title
Clock starts as of date of appointment to
former position in unclassified service
performing qualifying managerial service
duties

Terminal Leave
Clock starts as of earliest date of continuous
service appointment to CUNY

SENIORITY
None

Formerly PPB-95

- 33 -
THE CITY UNIVERSITY OF NEW YORK
EMPLOYEE TIME AND LEAVE PROVISIONS
APPOINTMENT WITHIN A COLLEGE FROM FULLTIME PROVISIONAL APPOINTMENT
WITH CONTINUOUS SERVICE TO COLLEGE ASSISTANT TITLE

ELIGIBILITY:
FROM A PROVISIONAL APPOINTMENT TO A COLLEGE ASSISTANT
APPOINTMENT WITHIN A COLLEGE FOLLOWING A BREAK IN SERVICE OF
31 CALENDAR DAYS OR LESS FROM LAST DATE FOR WHICH HE/SHE WAS
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 Non-Competitive

ANNUAL LEAVE ACCRUAL RATE
At the rate of and subject to the accrual
rates applicable to College Assistants, as if
all time as a provisional had been as a
College Assistant

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

ANNUAL LEAVE BALANCES
All annual leave balances up to the maximum
number of days earnable in two (2) years may
be credited when supported by official
documentation.

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

LONGEVITY None

SERVICE None

SENIORITY None

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Formally PFP19-90/Provi

- 34 -
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.

Formerly PPB13-90
LONGEVITY
Eligibility for Longevity Increment can only be based on service provided to an employer designated in column marked Longevity.

VACATION STRETCH
Eligibility for annual leave accrual rates can only be based on specific service provided to an employer designated in column marked Vacation Stretch.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>VACATION STRETCH</th>
<th>LONGEVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City Housing Authority</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Health and Hospitals Corporation</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Court System while under NYC jurisdiction (1)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>City University of New York</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>District Attorneys (of the five City counties)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Model Cities</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>NYC Transit Authority</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Addiction Services Agency</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Board of Education</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Off-Track Betting Corporation</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Fashion Institute of Technology</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office of any elected official in NYC Gov't</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>such as Comptroller's Office, Borough Pres.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Office, and Public Administrators Offices</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Triboro Bridge And Tunnel Authority</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>(non-unique titles in classified service only)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Affiliation Rollover Employees (1)*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>City of New York (Mayoral Agencies under NYC DOP)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>(see CHART B)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

(1) to be reviewed on a case-by-case basis.

SOURCES

Longevity Membership: Employers contained in Section 11a 10/1/85
1984-1987 MCEA Supplement

Vacation Stretch Membership: Employers represented by signatories to
1987-1990 DC 37 MCEA Agreement
For explicit listing of conditions in which the Vacation Stretch provisions are operable consult INTERPRETIVE MEMO 6/90. Interpretive Memo 6/90 is a copy of the March 29, 1990 Letter of Understanding from Vice Chancellor Ira Bloom which was approved and accepted by District Council 37 Executive Director Stanley Hill on April 5, 1990.

Formerly PPB13-90

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New York City Mayoral Agencies & Departments

Aging
Buildings
CDCSA
City Planning Commission
Comm. Bd. Assist. Unit
Comm. on Human Rights
Consumer Affairs
Correction
Cultural Affairs
Department of Records
Dept. of Employment
Dept. of Environmental Protection
Dept. of General Services
Dept. of Investigation
Dept. of Juvenile Justice
Dept. of Personnel
Dept. of Social Services/HRA
Dept. of Transportation
Dept. of Youth Services
Economic Development
Finance

Financial Information Services Agency
Fire Department
Health Department
Housing Preservation and Development
Law Department
Mental Health and Standards
NYCERS
Office of Collective Bargaining
Office of Management & Budget
Office of Municipal Labor Relations
Office of Payroll Administration
Office of the Mayor
Parks and Recreation
Police Department
Ports & Int'l Trade
Probation Department
Sanitation Department
Tax Commission
Taxi and Limo
Teacher's Retirement Sys

Formerly PPB 13-90

APPROVED

7/26/90