The information below highlights important time and leave information for ECP employees.

Paper paychecks are available for pick up on Wednesdays after 3 pm on the pay week (please refer to the submission schedule for pay dates) at the Bursar's Office, L.70.00NB. Directly deposited paychecks are available on the pay date after 9am. (New Hires please verify your first pay date with the Department of Human Resources.)

**TIMESHEETS:** Employees must fill out their monthly timecards in ADI, a web-based timekeeping system. Timecards are due on the 10th of the following month and must be approved by the supervisor by the 15th of the month.

Employees may access their timecards through the link posted on the Current Employee Services webpage in the online Employee Center or go directly to [http://adi-web2/aditime/Security/Login.aspx](http://adi-web2/aditime/Security/Login.aspx).

ADI is only accessible from a work location, using internet explorer, not from a home computer.

**LEAVE YEAR:** September 1st to August 31st

**SICK LEAVE:** Each year you earn 20 calendar days of temporary disability leave exclusive of Saturdays, Sundays and authorized holidays. Accumulations shall not exceed 160 days. Sick leave is earned only after a full month of service and no accruals are granted for service of less than a calendar month. The monthly accrual rate is 11.66 hours.

**ANNUAL LEAVE:** Employees in the Executive Compensation Plan earn 25 annual days per year. The monthly accrual rate is 14.60 hours. The annual cap is 50 days. At the end of the annual leave year (8/31), any accumulations above the 50 day cap, will be forfeited and therefore removed from the record.

**VACATION EXCHANGE:** Subject to the annual approval of the Chancellor or the Chancellor's designee, members of the ECP will be allowed to exchange up to five days of accrued annual leave for an equivalent amount of cash, payable December 1 at the employee's rate of pay on the preceding October 1. To participate, eligible employees must have 35 or more days of annual leave during the annual election period.

**PAID HOLIDAYS:**

a) Labor Day - First Monday in September
b) Columbus Day - Second Monday in October
c) Thanksgiving Holiday - Fourth Thursday in November, Friday following
d) Christmas Holiday - December 24 and 25
e) New Year's Holiday - December 31, January 1
f) Martin Luther King, Jr.’s Birthday - Third Monday in January
g) Lincoln’s Birthday - February 12
h) Presidents’ Day - Third Monday in February
i) Memorial Day - Last Monday in May
j) Independence Day - July 4
UNSCHEDULED HOLIDAYS: As per Employee Holiday and Annual Leave Periods schedule (Group1). There are generally four (4) unscheduled holidays (personal days) during the year. Unscheduled Holidays must be used by August 31st and cannot be carried over into the next year. In addition, they must be used in seven-hour increments.

SUMMER FRIDAYS: John Jay observes “Summer Fridays”. For approximately 6 Fridays during the summer (end of June - mid August) the offices are closed on Fridays; employees are given an option to either work extended hours Mon-Thurs or work their regular 9-5 Mon-Thurs and charge (7 hours) AL (or unscheduled holiday) on Fridays.

JURY DUTY: Employees in the Executive Compensation Plan who are required to serve on a jury receive their regular salary. Jury duty must be reported on the employee’s timecard and a copy of the certificate of jury duty service must be submitted to Human Resources.

BEREAVEMENT LEAVE: Full-time employees may receive up to four (4) days of bereavement leave for the death of an immediate family member. Employees must provide proof of the deceased such as a letter from the funeral home, a copy of the program or pamphlet, or a copy of the death certificate (originals are not necessary). The documentation must also provide proof of their relationship to the deceased. All documents are to be submitted to the appropriate time keeper in the department of Human Resources by the 10th of the following month.

An immediate family member can be defined as:
- Spouse or domestic partner/ parent or stepparent/ mother-in-Law; father-in-law/ sibling / child or stepchild / grandparent /grandchild
- A child or parent of the domestic partner or any other relative of the domestic partner residing in the same household. Any other relative residing in the same household (if the relative, i.e., uncle, aunt, etc. resides in the household, the employee must submit proof that the relative resides in their home (i.e. copy of a photo ID or bill with name and address matching the employee address on file).

SEPARATION: If a full-time employee resigns from the University, their annual leave days will be paid out however sick and unscheduled holidays will not be paid and will be forfeited. If an employee transfers from one CUNY College to another on a full-time line; without a break in service, the years of service as well as the time & leave balances will be transferred. * Please note: Annual leave transfers or payouts will not be for any annual leave balance above the allotted maximum annual leave cap.

RETIREMENT: If planning to retire from CUNY, an employee needs to submit an application for retirement to the Benefit’s Manager in the Department of Human Resources. Employees may be eligible for Travia Leave which can be paid leave up to 5 months; provided that all requirements for retirement are met including having the maximum allowable sick leave balance of 160 days/1120 hours. Please speak to a member of the Benefit’s Team for specific information.

Please contact the Department of Human Resources for more detailed information:

<table>
<thead>
<tr>
<th>General Information</th>
<th>212 237 8517</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits:</td>
<td>Christina Lee 212 237 8504 or Daniella Donald 212 484 1152</td>
</tr>
<tr>
<td>Payroll or</td>
<td>Toni Mason-Clarke 212 621 3788 or</td>
</tr>
<tr>
<td>Time &amp; Leave:</td>
<td>Terencia Martin 212 237 8560</td>
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</tbody>
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