

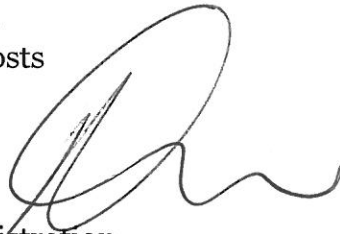
MEMORANDUM

TO: Provost
Vice Presidents
Associate Provosts
Directors
Managers

FROM: Raj Singh
AVP for Administration

DATE: August 2, 2017

RE: Annual Leave for College Assistants



In an effort to enhance the management of Annual Leave for College Assistants, the Office of Human Resources is pleased to provide guidance on the accrual and use of annual leave for College Assistants.

1. Use of annual leave – College Assistants with three (3) or more years of service
College Assistant who have completed three (3) years or more of 500 assigned hours, may be permitted to take annual leave as it is accrued. As such, College Assistants in this group can be required to take annual leave anything during the year provided it is earned.
2. Use of Annual Leave – College Assistants with less than three (3) of years of service

College Assistants with less than three (3) years of service must complete 500 assigned hours in order to be permitted to use annual leave.

Accrual of Annual Leave

College Assistants hired on or after July 1, 1999 shall accrue annual leave as follows:

Beginning of the 1st year of employment: 1 hour for 15 hours worked.

Beginning of the 5th year of employment: 1 hour for 11 hours worked.

Scheduling Annual Leave

Based on the operational needs of the department, Directors and Managers are required to schedule annual leave for College Assistants as soon as it is accrued. The Office of Human Resources will provide you with a monthly report of the number of hours of annual leave available to College Assistants assigned to your area of operation.

If you have any questions or need additional assistance, please feel free to contact jliz-mora@jjay.cuny.edu.

cc: President
Human Resources Staff