

# Application for Terminal Leave

## Classified Non-Managerial Titles

### FOR EMPLOYEES IN BLUE AND WHITE COLLAR CONTRACT TITLES (ARTICLE IX SECTION 16 OF THE CONTRACT)

The terminal leave provision for all employees is as follows:

- Terminal leave with pay shall be granted prior to final separation to employees who have completed at least ten (10) years of service on the basis of one (1) day terminal leave for each two (2) days of accumulated sick leave up to a maximum of 120 days of terminal leave. Such leave shall be computed on the basis of workdays rather than calendar days.
- Any employee who as of January 1, 1975 has a minimum of fifteen (15) years of service as of said date may elect upon retirement a terminal leave of one (1) calendar month (or 22 workdays) for every ten (10) years of service pro-rated for fractional part thereof in lieu of any other terminal leave.
  - For the above option, any sick leave taken by the employee subsequent to July 1, 1974, in excess of an average annual usage of six (6) days per year shall be deducted from the number of days of terminal leave to which the employee would otherwise be entitled to at the time of retirement.
- In case the employee has exhausted all or most of the accrued sick leave due to a major illness, the College President in his/her discretion, may apply two and one-fifth (2 and 1/5) workdays for each year of paid service as the basis for computing terminal leave in lieu of any other terminal leave.
- Where an employee has an entitlement to terminal leave and the University's fiscal situation requires that employees who are terminated, laid off, or retired, be removed from payroll on or before a specific date because of budgetary considerations, the University shall provide a monetary lump sum payment for terminal leave, in accordance with the provisions of New York City Mayor's Executive Order 31, dated June 24, 1975, adopted by the University herein.

### FOR EMPLOYEES IN THE 220 TITLES (APPENDIX A OF THE NEW YORK CITY COMPTROLLER'S CONSENT DETERMINATION)

Employees with 10 or more years of service who work at least 250 days per year earn terminal leave at the rate of one (1) month (22 workdays) for every ten (10) years of service pro-rated for every year above ten (10) years.

- If the employee selects, and as an alternative to the above method of computation, the terminal leave allowance may be computed on the basis of one (1) day of terminal leave for each two (2) days of unused sick leave accumulation, to the maximum of one hundred (100) days of terminal leave allowance. In this instance, terminal leave shall be computed on the basis of workdays.

**This form cannot be used for Classified Managerial titles.** For more information, see PPB 12/97R, dated 11/19/1997.

#### Notes:

- (1) Per PPB 4-25, dated 5/27/25 which supersedes PPB 3-91 dated June 19, 1991, for employees eligible to receive Terminal Leave, such leave must be exhausted via regular bi-weekly payments followed by a lump sum payment for accrued Annual Leave and other applicable accrued leave balances. (Accrued Annual Leave up to a maximum cap of 2 times the annual leave accrual rate, in accordance with PPB 18-90, dated 11/20/90.)
- (2) Annual Leave and Sick Leave are **NOT** accrued while on Terminal Leave.
- (3) In accordance with Executive Order 26, the total amount of Annual Leave, Comp Time, Unscheduled Holiday(s), if applicable, and Terminal Leave (based on Sick Leave accrued) cannot exceed 1 year or 1,827 hours (261 workdays) for a 35-hour workweek title or 2,088 hours (261 workdays) for a 40-hour workweek title. If the total number of hours is above the maximum, the amount will be adjusted not to exceed 261 workdays (1,827 hours for a 35-hour workweek title or 2,088 hours for a 40-hour workweek title).
- (4) It is recommended that the college's first review the employee's annual leave accrual balances to ensure the maximum payout cap of 2 times the annual leave accrual rate, and any excess annual leave added to the employees sick leave accruals for calculating and determining the terminal leave eligibility payout for full-time classified staff employees in blue or white collar titles in accordance with Article IX, Section 16 of the CUNY's Blue and White Collar Unit agreements; and Appendix A of the New York City Comptroller's Consent Determination for full-time employees in skilled trade titles.
- (5) In the event an eligible full-time employee who had been approved and is receiving paid Terminal Leave, opts to rescind his/her retirement/separation from CUNY and returns to college, subject to college approval, in-title position vacancy and executed agreement between the college and employee, may only be eligible for the unpaid and remaining balance of his/her Terminal Leave eligibility in accordance with Article IX, Section 16, supra, for classified staff blue and white collar employees or Appendix A, supra, for employees in skilled trade titles, when such employees opt to subsequently retire or separate from CUNY.

EMPLOYEE'S CAMPUS			
Campus			
EMPLOYEE INFORMATION			
Name		Employee ID #	
Social Security Number			
Address			
City		State	Zip
Country			
Phone Number		Cell Phone Number	
Email Address			
My last day of work		My expected retirement date	
<p>I will inform Human Resources promptly if I use any additional annual or sick days after the date below. I understand that if I use any additional days of sick leave, my expected retirement date may change or be adjusted, based on the final computation.</p>			
Employee's Signature		Date	

# Application for Terminal Leave

## Classified Non-Managerial Titles

### TO BE COMPLETED BY HUMAN RESOURCES

#### APPOINTMENT INFORMATION

Original Date of Full-Time Appointment to University/College

Original Date of Full-Time Appointment at another agency, if applicable

#### TIME AND LEAVE BALANCE (Hours)

Date of Time & Leave Balance (shown below)

Number of Hours Worked per Week for Title

◆ Compensatory Time

◆ Unscheduled Holiday(s)

◆ Annual Leave Balance

**Total Accrued Leave Balance**

**Sick Leave Balance**

In Hours

In Days

**ADJUSTMENT FOR EMPLOYEES WHO HAVE MORE THAN  
TOTAL HOURS TO BE PAID**

**Total Leave Balance**

**Number of Hours to Reduce  
(# over \_\_\_\_\_ hours)**

**Final Total Leave Balance**

#### TERMINAL LEAVE CALCULATION & EFFECTIVE DATES

*Human Resources must discuss the best option with the employee and advise accordingly.*

##### Computation of Terminal Leave for Blue and White Collar Employees (Check one option)

At least 10 years of service

Half of sick leave balance up to a maximum of 120 days

Number of TL Days

A minimum of 15 years of service as of January 1, 1975

One (1) month (22 workdays) for every 10 years of service

**Calculation = Subtract sick leave usage subsequent to July 1, 1974.**

Number of TL Days

##### Computation of Terminal Leave for Skilled Trade Employees (Check one option)

Half of sick leave balance up to a maximum of 100 days

Number of TL Days

Must have worked at least 250 workdays per year

One (1) month (22 workdays) for every 10 years of service (including previous NYC service)

**Pro-rated calculation = (Years of service ÷ 10) x 22**

Number of TL Days

Terminal Leave Begin Date

Terminal Leave End Date

Total Number of Terminal Leave Days

Annual Leave Payout Date

Total Number of Accrued Leave Days

Last Date on Payroll

Retirement Date

Total Number of Days to be Paid\*

#### HUMAN RESOURCES DIRECTOR OR DESIGNEE APPROVAL

Leave usage has been verified and appropriate adjustments, if any, have been made to the leave balances.  
I have reviewed and approve of the final computation of the retirement date.

Name of HRD or Designee

Signature of HRD or Designee

Date