


FACT SHEET FOR EXECUTIVE COMPENSATION PLAN (ECP)

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>.

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.

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 normally 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.

LEAVE FOR SPECIAL PURPOSES: As a reminder, members of the executive compensation plan may avail of leave for Special Purposes for personal emergencies, under Article XIII Section 13.3 of the CUNY Bylaws. College Presidents may grant up to a 10-day paid leave of absence at their discretion.

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 Office of Human Resources for more detailed information:

General Information		212 237 8517
Benefits:	Christina Lee	212 237 8504 or
	Thomas Medurga	212 237 8561
Payroll or	Toni Mason-Clarke	212 621 3788 or
Time & Leave:	Terencia Martin	212 237 8560