



CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

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Dear Colleagues,

We want to share with you SLU's revised time and leave policies. Please read the guidelines below and reach out at any time with questions.

Annual Leave and Unscheduled Holidays

Annual leave is taken when one is out of the office for vacation and/or other personal matters. Annual leave and unscheduled holidays must be requested for **and** approved in advance. Requests should be submitted to your direct supervisor.

- Approval of leave time is subject to the status of existing projects and the ability to cover the areas of your responsibility during your absence.
- In the case of emergencies, an employee may need 1-2 business days off without notice. In these rare circumstances, advanced approval is not required. It is the responsibility of the employee to email his or her supervisor alerting them of their attendance that day.
- Requests for up to two weeks (10 business days) off are subject to approval of your immediate supervisor.
- Requests for more than two weeks (11+ business days) require approval from Associate Deans (Elizabeth Sergile and Burt Sacks).
- Please do not make travel arrangements until you have received approval of your time off request.
- SLU will begin requesting upcoming vacation time of all staff on a quarterly basis
- If you are over your annual leave cap, please plan to be at or below your cap by August 31st. Requests to extend excess annual leave time will not be approved.
- Leave requests will be considered on a "first come, first served" basis.
- Approvals are contingent upon adequate time and leave balances which HR maintains in accordance with up-to-date timesheets. Any inquiries prior to submitting leave requests can be addressed to HR.
- Full Time employees are eligible for Unscheduled Holidays which they must accrue *before* they can use them.
- Unscheduled Holidays are earned quarterly. One Unscheduled Holiday is earned between each of the following periods:
 - 1st Quarter (September 1 to November 30),
 - 2nd Quarter (December 1 to February 28),
 - 3rd Quarter (March 1 to May 31) and
 - 4th Quarter (June 1 to August 31).
- The number of Unscheduled Holidays is determined by the University.
- Unscheduled holiday leave must be requested for **and** approved in advance.
- Unscheduled Holidays must be used in seven-hour increments (full days); there are no partial day charges permitted.
- Unscheduled Holidays must be used by August 31st and cannot be carried over into the next Annual Leave Period.
- Newly hired employees receive a pro-rated number of unscheduled holidays, based on their start date, during the first annual leave year of employment.



Sick Leave

Sick leave may be used for employees' personal illness and/or family medical care, such as caring for family members who need medical care.

- If you are calling out sick, you must contact your supervisor.
- Contact Walter Romney by 10am via email (Walter.Romney@slu.cuny.edu) and/or main telephone (646)313-8300 letting him know you will be out for the day. You do not need to disclose that you are out sick, and Walter will not report this information on the staff daily attendance.
- Medical documentation is always required when you are absent because of illness for more than three (3) consecutive days.
- Non-teaching instructional employees can use a maximum of 3 sick leave days per academic year to care for a family member.
- Use of more than 5 consecutive days of temporary disability (sick) leave is considered Family Medical Leave. If you anticipate being out sick or caring for an immediate family member who is ill for more than 5 consecutive business days, please contact Human Resources at TimeandLeave@slu.cuny.edu.
- If you anticipate a series of three (3) or more medical appointments, which will require a repeated use of sick leave in units of one day or less, you must submit medical documentation indicating the nature of the condition and the anticipated schedule of treatment to your supervisor and Human Resources at TimeandLeave@slu.cuny.edu.
- The Human Resources Department may request documentation for certain uses of sick leave.

Daily Attendance Report

The Daily Attendance Report is an account of all who are onsite on a given day. It is intended to capture when an individual is out of the office, on vacation, or coming in late/leaving early. The report only states attendance status "in-person/ remote/ out/ in at a specific time/ leaving early" information.

- The default on the report is that everyone is present and working at SLU.
- Anyone out on a given day must inform their immediate supervisor by email and Walter Romney by 10am via email (Walter.Romney@slu.cuny.edu) and/or main telephone (646)313-8300.
- The Associate Dean for Finance, Administration, and Operations will continue to assess the efficiency and the effectiveness of the daily report and explore new methods of capturing this information.

Leave Restricted Period

SLU's leave restriction period is two weeks prior to and two weeks following the first week of classes for the fall and spring semesters each year. The restriction period is to ensure smooth operations during our busiest times of the year, and to guarantee that the needs of our students, faculty, and staff are met with the utmost satisfaction.

- Requests during this restricted period will be reviewed on a case-by-case basis by the Associate Deans, and approvals slightly staggered during this time frame.



TIME AND LEAVE REQUEST FORM

This form is to be completed when requesting annual leave and unscheduled holidays for three or more consecutive days. Such requests for time off are to be made in advance and are subject to the approval of your immediate supervisor.

For requests for more than two weeks off, approval is also required from the Associate Deans (Elizabeth Sergile and Burt Sacks).

If requesting leave during the restricted time (two weeks prior to and two weeks following the beginning of semester), the Supervisor must provide appropriate rationale to Associate Deans (Elizabeth Sergile and Burt Sacks).

Requestor's Name: _____ **Date Request Submitted:** _____

Requestor's Immediate Supervisor: _____

Date(s) Requested Off: _____

Total Number of Business Days Requested Off: _____

Are Days Requested Off During Restricted Period? ☐ Yes* ☐ No

Employee Signature: _____

APPROVALS

DEPARTMENT APPROVAL:

☐ Approve ☐ Do not Approve

Supervisor's Name **Title**

Signature **Date**
* Supervisor must provide appropriate rationale to Associate Deans with this form.

ASSOCIATE DEAN APPROVAL: *(Required for requests exceeding two weeks, and when days off fall within Restricted Period.)*

☐ Approve ☐ Do not Approve

Elizabeth Sergile (Signature) **Date** **Burt Sacks (Signature)** **Date**

Approved Forms and Timesheets must be submitted by your supervisor to TimeandLeave@slu.cuny.edu.