

## **CITY LABORER STAFF ANNUAL ACCRUALS**

**No annual leave may be taken for the first four months of hire**

Effective June 22, 2012, City Laborers are not entitled to any paid holidays or unscheduled holidays. If assigned to work on a holiday by the College, the holidays will be paid as straight (1x) or double time (2x), as noted on the CUNY Holiday Schedule.

Accruals are earned on the 15<sup>th</sup> of every month. Your time sheet is due at the Human Resources Department according to the Biweekly Time Sheet Submission Schedule.

<b>Years Employed</b>	<b>Annual Accruals</b>	<b>Annual Leave CAP</b> <i>Not to exceed by August 31st</i>	<b>Monthly Earnings</b> <i>Days/Hours/Minutes</i>
1 <sup>st</sup> year through 4 <sup>th</sup> year	5 days	10	0 / 3 / 20
5 <sup>th</sup> year through 7 <sup>th</sup> year	10 days	20	0 / 6 / 40
8 <sup>th</sup> year through 14 <sup>th</sup> year	15 days	30	1 / 0 / 00
15 <sup>th</sup> year and forward	17 days	34	1 / 3 / 20

**Sick Leave** is accrued at the rate of 3 hours, 20 minutes per month (5 days per year).

On September 1<sup>st</sup>, if there's an excess of annual leave CAP, the excess will be converted to increase the sick leave balance.

