

## CLASSIFIED STAFF ANNUAL ACCRUALS

**No annual leave may be taken for the first 4 months of hire – unscheduled holidays are an exception**

Unscheduled holidays are in addition to annual leave. Refer to the appropriate holiday schedule for the number allotted this year. Unscheduled holidays must be used before August 31<sup>st</sup> of any year.

Years Employed	Annual Accruals	Annual Leave CAP <i>Not to exceed by August 31st</i>	Monthly Earnings <i>Days/Hours/Minutes</i>
1 <sup>st</sup> year through 4 <sup>th</sup> year	15 days	30	1 / 1 / 45
5 <sup>th</sup> year through 7 <sup>th</sup> year	20 days	40	1 / 4 / 40
8 <sup>th</sup> year through 14 <sup>th</sup> year	25 days Includes the earning of 1 additional day every Aug. 15 <sup>th</sup>	50	2 / 0 / 00
15 <sup>th</sup> year and forward	27 days	54	2 / 1 / 45

**Sick Leave** is accrued at the rate of 1 day per month

All your sick and annual accrual balances will be noted in your monthly time sheet. Accruals are earned on the 15<sup>th</sup> of every month. Your monthly time sheet is due at the Human Resources Department by the 1<sup>st</sup> of every month.

### ADDITIONAL INFORMATION

Tuition waiver benefit is effective after one year of full-time service, with the exception of CUNY Office Assistant (COA) and CUNY Administrative Assistants (CAA) are effective after six months – contact Human Resources for further information.

For information concerning dental, optical and prescription benefits, you can also contact DC37 at 212-815-1234.

