

# HUNTER

Human Resources

TO: Hunter College and Hunter College Campus Schools Community  
Date: May 31, 2024  
Re: Extension of Excess Annual Leave Carryover Deadline for Year 2024  
From: Valerie Kelly, Associate Director of Human Resources

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The City University of New York has announced they will carryover all excess annual leave above the designated cap for all full-time employees ending on August 31, 2024 through to December 31 2024.

### PSC, ECP, Classified Managers, Excluded and Unrepresented Staff

- Your excess annual leave above the designated cap as of the close of business 08/31/2024 may be carried into the annual leave year that begins 09/01/2024. All excess annual leave **must be used by 12/31/2024**.
- Any unused excess annual leave of your designated cap as of 12/31/2024 will be deducted and forfeited from your accrual leave balance effective close of business on 12/31/2024.
- For employees in the PSC titles, the provisions of Article 14.9(b) concerning compensation for an annual leave balance if the employee is separated from service will remain in effect, except that, for the annual leave year ending on 08/31/2024 only, the annual leave payment due to the employee upon separation, or to their estate, shall be the lesser of (1) the leave balance to the employee's credit on the date of resignation, retirement or death; or (2) the contractual cap, (45 days or the personal accrual maximum as of the 08/31/1987). Nothing here is intended to alter the provisions of Article 14.9(b) of the collective bargaining agreement.
- Unscheduled Holidays from the annual leave year ending 08/31/2024 will **not** be carried over and must be used by 08/31/2024 or the Unscheduled Holidays will be forfeited.

### Blue Collar, White Collar and Skilled Trade titles

- Your excess annual leave above the designated cap as of the close of business 08/31/2024 will not be converted to sick leave. It may be carried into the annual leave year that begins 09/01/2024. All excess annual leave **must be used by 12/31/2024**.
- Any unused excess annual leave of your designated cap will be converted to your sick leave accrual balance effective close of business on 12/31/2024.

- If because of extenuating circumstances an employee, who would otherwise have their annual leave convert to sick leave at the end of a leave year, is unable to exhaust their excess annual leave by 12/31/2024, any remaining excess annual leave will convert to sick leave effective close of business 12/31/2024.
- If an employee resigns, retires or passes away prior to 12/1/2024, any excess annual leave above the annual leave cap will be forfeited, and the annual leave payment due to the employee upon separation, or due to their estate, shall be the lesser of: (1) the leave balance to the employee's credit on the date of resignation, retirement or death; or (2), the leave balance credited to the employee as of the close of business on 08/31/2024.
- Unscheduled Holidays from the annual leave year ending 08/31/2024 will **not** be carried over and must be used by 08/31/2024 or the Unscheduled Holidays will be forfeited.

Thank you.