

OFFICE OF GRANTS/SPONSORED PROGRAMS

**Annual Leave Policy**

Updated 12/30/20

In accordance with RFCUNY's Policy #506-H<sup>1</sup> - "Time off and Leave Benefits", it is Queensborough Community College's policy that grant-sponsored employees take all annual leave during the fiscal year in which they are accrued or receive an annual leave payout from that project fiscal year, in accordance with NYS labor laws.

All RFCUNY employees are eligible to accrue annual leave with the exception of:

- Part-time Instructors – Employees working on a Part-Time basis under the RFCUNY titles: *Grants Sponsored Instructor* or *Grants Sponsored Teacher* on budget line 5408.
- On-Call, Temporary, Seasonal, and Graduate Research Assistants (GRAs)

If an employee has exhausted the work hours in their appointment, PIs must instruct employees to stop working and use their annual leave. Project directors who allow employees to continue working must obtain approval from OGSP<sup>2</sup> (via a Retroactive Timesheet with GO approval) and show that sufficient funds are available in their project to cover BOTH the extra work hours and the full annual leave payout. OGSP maintains no accounts or funds to cover these overages. If incurred, these overages must be covered by the PI's academic department, the college's tax levy budget, or some other source of funds. *Payment for annual leave hours not taken are subject to the availability of funds, sponsor regulations and may be forfeited if arrangements have not been made for payment.*

Please sign below to indicate that you have been made aware of this policy. If you have any questions or need clarification about RFCUNY policy, contact Patrice Osbahr at (212) 417-8670 or via e-mail at [Patrice\\_Osbahr@rfcuny.org](mailto:Patrice_Osbahr@rfcuny.org)

Thank you for your cooperation and your ongoing efforts on behalf of our grant projects and students.

Principal Investigator/Project Director Information	
Name (Print):	
Signature:	Date:
Project RF Account #:	Project Budget Period:
Employee Information	
Name (Print):	
Start Date:	Appointment End Date:
Signature:	Date:

<sup>1</sup> <https://www.rfcuny.org/RFWebsite/resources/review-policies-procedures/time-off-and-leave-benefits/>

<sup>2</sup> See Addendum #1 to Annual Leave Policy: "Work Hours, Annual Leave Hours and Employee Timesheets"

## **Work Hours, Annual Leave Hours and Employee Timesheets**

(addendum to Annual Leave Policy 12/30/20)

When a PI creates an appointment for an employee in the RFCUNY system, the appointment contains both work hours and annual leave hours. Payment for all of those hours is included in the funds set aside for the appointment. During an appointment's normal course, the employee claims a combination of work hours and annual leave hours on each timesheet.

In the process of approving timesheets, PIs are regularly updated on the current available balance of both work hours and annual leave hours on the employee's appointment. PIs are responsible for monitoring work hours and annual leave balances to ensure that days off are scheduled and taken in the fiscal year in which they are earned. PIs are also responsible for ensuring that their employees do not run out of work hours at the end of their appointment.

When an employee exhausts all of the work hours contained in their appointment, their timesheet will be greyed out, and they will not be able to enter work hours into the RFCUNY timesheet system. The PI should be aware of this situation before it occurs and instruct the employee to stop working and use their remaining annual leave hours in their remaining timesheets.

If the employee continues working with no remaining work hours, the PI must request that extra work hours be added to the appointment. The only way to do this is via a retroactive timesheet. OGSP must approve Retroactive Timesheets before being sent to RFCUNY. Since the retroactive timesheet adds additional work hours to the employee's appointment, the PI must show OGSP that the project budget has the additional funds to cover the extra work hours as well as the full unused annual leave payout. The funds remaining in the employee's appointment are earmarked to cover the unused annual leave, not to cover extra work hours. Those unused annual leave hours must still be paid out to the employee once the appointment is terminated, as per RFCUNY's policy. If the project does not have the available funds to process the retroactive timesheet, the PI must show another source of funds to cover the cost. This may cause a delay in employees being paid.

Principal Investigators/Project Directors are responsible for scheduling and monitoring annual leave time for full- and part-time employees to ensure that annual leave is taken during the grant period in which it is accrued. Project directors are not authorized to enter into written or verbal agreements with employees concerning annual leave payouts.