BY E-MAIL

January 6, 2014

TO: The Presidents of the Colleges
    The Deans of the CUNY-wide and Professional Schools

FROM: Vice Chancellor Gloriana B. Waters


Friday, January 3, 2014

On Friday, January 3, 2014, all units of The City University of New York were closed due to a snowstorm.

Full-time classified and instructional staff employees, other than essential employees, will be granted leave with pay and without charge to annual leave accruals, except for employees who were on scheduled annual leave or sick leave. Full-time teaching faculty and adjunct teaching instructional staff will receive their regular pay and are expected to make up the instructional time lost on January 3, 2014.

Part-time employees (e.g., college assistants, continuing education teachers, non-teaching adjuncts and adjunct college laboratory technicians) who did not report to work shall not be paid for the day, but should be permitted to make up the hours of work lost in accordance with the needs and resources of the college. When it is not feasible to assign make-up hours, the college may permit part-time employees to charge the absence to available annual leave, if the collective bargaining agreement covering the title provides annual leave (e.g., college assistants).

Employees designated by the college as essential employees who nevertheless did not report to work shall not be paid for the day.

The Directors of Human Resources are responsible for communicating these practices at their colleges and for ensuring compliance. If you have any questions regarding payroll issues under these policies please contact Mr. Raymond O'Brien at 646.664.3256.

c: Chancellor
   Cabinet
   Chief Administrative Officers
   Chief Academic Officers
   Directors of Human Resources
   Labor Designees
   Payroll Officers