

Date: September 30, 2014

To: Directors of Human Resources
Labor Designees

From: Leslie Williams
University Executive Director of Shared Services

Subject: Catastrophic Sick Leave Bank Program (CSLB) October Open Enrollment

The CSLB enables eligible employees with five (5) or more years of full-time continuous CUNY service to donate sick leave and/or annual leave to the CSLB, and eligible employees with fewer than five (5) years of service to donate annual leave, each Program Year. Donating time to the Catastrophic Sick Leave Bank each Program Year allows an eligible employee to receive up to 90 days from the Bank in any Program Year should the employee be on unpaid status due to a catastrophic illness. The Colleges are reminded that an employee must be in a full-time title employed on an annual salary basis and have at least two (2) years of continuous full-time service with the University to be eligible to receive leave from the CSLB. Those employed in substitute titles with no underlying regular annual appointment are not eligible to receive donated leave.

There will be an open enrollment period for employees to elect to participate by donating time to the Bank or changing their election to the Catastrophic Sick Leave Bank. The open enrollment period will run from October 1, 2014, through October 31, 2014. Days donated to the CSLB must be deducted from the employee's time and leave record immediately following the enrollment period. As a reminder, those who enrolled last year should continue to have their days deducted in November, unless the employee elects to withdraw from the Program or is no longer eligible to participate (a list of participating employees will be sent to each College under separate cover). Please notify our office of any employee who becomes ineligible so that we may remove them from the Program, especially for those employees whose sick leave balances fall below 24 days. In addition, please notify your employees in writing.

Attached please find the Catastrophic Sick Leave Bank Program Policy, the Application to Donate Leave, and the Application to Withdraw/Change donation. Please distribute these documents to your eligible employees. Once complete, please e-mail applications individually by the name CSLB, Last Name, First Name, and College to Eileen.Connell@cuny.edu. **The Catastrophic Sick Leave Bank Program Revised Administrative Procedures are included for your guidance only and should not be distributed to employees. We have changed Section II. Subsection 5 to say "For employees in PSC represented titles" instead of PSC/CUNY employees.**

Please review the attached materials and, if you have any questions regarding the Catastrophic Sick Leave Bank Program, call Ms. Donna Katz at 646.313.8297.

Enclosures

cc: Vice Chancellor Pamela Silverblatt
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