



April 22, 2019

TO: College Human Resources Directors

FROM: Interim Vice Chancellor Margaret Egan ^{ME}

SUBJECT: CUNY Supplemental Military Leave, Military Leave at Reduced Pay, and employer-paid Health and Welfare Benefits coverage

In response to the events of September 11, 2001, the University has been authorizing additional Supplemental Military Leave, Military Leave at Reduced Pay, and employer-paid Health and Welfare Benefits coverage for University employees recalled from the Reserves to active military service.

Effective October 29, 2018, the Board of Trustees of The City University of New York delegated to the Chancellor the authority to approve certain personnel actions or to delegate such authority to Vice Chancellors or other appropriate designees. As such, the Vice Chancellor of Human Resources, as the Chancellor's Designee, has approved the continuation of Supplemental Military Leave, Military Leave at Reduced Pay and Employer-Paid Health and Welfare Benefits for University employees recalled from the Reserves to active military service.

This approval is retroactive to January 1, 2019 and will remain effective until it is rescinded by the Vice Chancellor of Human Resources.

The attached document outlines the OHRM guidelines and will be posted on our website.

If you have additional questions, please contact the Office of Human Resources Management.



OFFICE OF HUMAN RESOURCES MANAGEMENT

SUPPLEMENTAL MILITARY LEAVE, MILITARY LEAVE AT REDUCED PAY AND EMPLOYER-PAID HEALTH AND WELFARE BENEFITS COVERAGE FOR UNIVERSITY EMPLOYEES RECALLED FROM THE RESERVES TO ACTIVE MILITARY SERVICE

1. OVERVIEW

Section 242 of the New York State Military Law provides employees paid leave for a period not exceeding a total of 30 calendar days or 22 working days, whichever is greater, in any one continuous period of such absence.

In response to the events of September 11, 2001, the University has been authorizing¹ additional Supplemental Military Leave at full pay for thirty calendar days, Military Leave at Reduced Pay, and employer-paid Health and Welfare Benefits coverage for University employees recalled from the Reserves to active military service.

Effective October 29, 2018, the Board of Trustees of The City University of New York delegated to the Chancellor the authority to approve certain personnel actions or to delegate such authority to Vice Chancellors or other appropriate designees. As such, the Vice Chancellor of Human Resources, as the Chancellor's Designee, hereby approves the continuation of Supplemental Military Leave, Military Leave at Reduced Pay and Employer-Paid Health and Welfare Benefits for University employees recalled from the Reserves to active military service. This approval is retroactive to January 1, 2019 and will remain effective until it is rescinded by the Vice Chancellor of Human Resources.

2. SCOPE

Supplemental Military Leave, Military Leave at Reduced Pay and Employer-Paid Health and Welfare Benefits Coverage applies to all CUNY employees recalled from the Reserves to

¹ In order to authorize supplemental military leave, military leave at reduced pay and health insurance coverage to employees on military leave, the Board of Trustees passed resolutions on October 22, 2001, November 18, 2002, March 29, 2004, February 28, 2005, January 8, 2007, January 28, 2008, January 26, 2009, January 25, 2010, January 23, 2011, January 24, 2012, February 6, 2013, February 24, 2014, January 26, 2015 and January 25, 2016, January 30, 2017 and March 19, 2018.

active military service. It does not apply to the employees who have voluntarily separated from City University of New York service or who are terminated for cause.

3. POLICY STATEMENT

A. Supplemental Military Leave

The City University of New York provides Supplemental Military Leave at full pay to University employees who have been federally activated or activated by the Governor of New York State for military service since September 11, 2001. Supplemental Military Leave with full pay is granted after the exhaustion of military leave with full pay pursuant to Section 242 of the New York State Military Law. While on such Supplemental Military Leave, the eligible employee will be in full pay status for a period not exceeding 30 calendar days, in addition to the leave that had been granted pursuant to Section 242 of the New York State Military Law. Supplemental Military Leave is only available one time for a 30 calendar day period for activation regardless of the number of times the employee is activated since September 11, 2001.

B. Military Leave at Reduced Pay

The City University of New York further provides Military Leave at Reduced Pay to University employees who have been federally activated or activated by the Governor of New York State for military service since September 11, 2001. Military Leave at Reduced Pay status commences after the employee has exhausted Military Leave pursuant to Section 242 of the New York State Military Law, Supplemental Military Leave as set forth in section 3.A above, and any leave credits other than temporary disability leave or sick leave which the employee elects to use.

Employees in Military Leave at Reduced Pay status will be paid their regular City University of New York salary (base pay) reduced by military pay (base pay plus housing and food allowances). The determination of rate of payment for the Military Leave at Reduced Pay will be based upon the employee's regular City University of New York salary as of his/her last day in full pay status and the employee's military pay on the first day of his/her activation, and shall not be subject to adjustment during the period of leave at reduced pay. Employees eligible for Military Leave at Reduced Pay will not be eligible to earn annual and temporary disability leave/sick leave accruals to receive credit for holidays, though they remain eligible for health benefits.

C. Continued Health Insurance Coverage

Covered dependents of eligible employees of The City University of New York, who are currently enrolled in a health plan with family coverage through The City University of New York and who have been federally activated or activated by the Governor of New York State for military service related to the war on terror shall continue to receive health insurance coverage with no employee contribution for a period not to exceed 12 months from the date of activation as long as the employee remains in full-pay status. If the employee is on unpaid leave, health insurance coverage will terminate at the end of 4 months.

Contribution-free health insurance coverage will end at such time as the employee's active duty is terminated, the employee returns to City University of New York employment, or the end of the 12 month period, whichever occurs first.