



College

**APPLICATION FOR TERMINAL LEAVE - CLASSIFIED STAFF**

**FOR EMPLOYEES IN BLUE AND WHITE COLLAR TITLES (ARTICLE IX SECTION 16 OF THE CONTRACT)**

The terminal leave provision for all employees is as follows:

Terminal leave with pay shall be granted prior to final separation to employees who have completed at least ten (10) years of service on the basis of one (1) day terminal leave for each two (2) days of accumulated sick leave up to a maximum of 120 days of terminal leave. Such leave shall be computed on the basis of work days rather than calendar days.

- Any employee who as of January 1, 1975 has a minimum of fifteen (15) years of service as of said date may elect upon retirement a terminal leave of one (1) calendar month (or 22 work days) for every ten (10) years of service pro-rated for fractional part thereof in lieu of any other terminal leave.
- For the above option, any sick leave taken by the employee subsequent to July 1, 1974, in excess of an average annual usage of six (6) days per year shall be deducted from the number of days of terminal leave to which the employee would otherwise be entitled to at the time of retirement.
- In case the employee has exhausted all or most of the accrued sick leave due to a major illness, the College President in his/her discretion, may apply two and one-fifth (2 and 1/5) work days for each year of paid service as the basis for computing terminal leave in lieu of any other terminal leave.
- Where an employee has an entitlement to terminal leave and the University's fiscal situation requires that employees who are terminated, laid off, or retired, be removed from payroll on or before a specific date because of budgetary considerations, the University shall provide a monetary lump sum payment for terminal leave, in accordance with the provisions of New York City Mayor's Executive Order 31, dated June 24, 1975, adopted by the University herein.

**FOR EMPLOYEES IN THE 220 TITLES (APPENDIX A OF THE NEW YORK CITY COMPTROLLER'S CONSENT DETERMINATION)**

Employees with 10 or more years of service who work at least 250 days per year earn terminal leave at the rate of one (1) month (22 work days) for every ten (10) years of service pro-rated for every year above ten (10) years.

- If the employee selects, and as an alternative to the above method of computation, the terminal leave allowance may be computed on the basis of one (1) day of terminal leave for each two (2) days of unused sick leave accumulation, to the maximum of one hundred (100) days of terminal leave allowance. In this instance, terminal leave shall be computed on the basis of work days.

**Accrued Annual Leave (up to a maximum cap of 2x the annual leave accrual rate, in accordance with PPB-18-90, dated 11/20/90) must be exhausted followed by available Terminal Leave.**

**Annual Leave and Sick Leave are NOT accrued while on Terminal Leave.**

**TO BE COMPLETED BY EMPLOYEE**

Name  SS#

Contract Title  Empl. ID

Department  Date of Birth

Address

City  State  Zip Code  Country

Phone  e-mail

My last day of work is  My expected retirement date is

***I will inform Human Resources promptly if I use any additional annual or sick days after the date below. I understand that if I use any additional days of sick leave or annual leave, my expected retirement date may change or be adjusted, based on the final computation.***

Signature

Date

\_\_\_\_\_

**TO BE COMPLETED BY HUMAN RESOURCES**

Original Date of Full-Time Appointment at another agency, if applicable

Original Date of Full-Time Appointment to University/College

**Time & Leave Balance as of date**

Compensatory Time Balance

Unscheduled Holidays, if any

Annual Leave Balance

**Total Leave Balance**

**Sick Leave Balance**

***Human Resources must discuss the best option with the employee and advise accordingly***

**Computation of Terminal Leave for Blue and White Collar Employees (Check one option)**

At least 10 years of service  
Half of sick leave balance up to a maximum of 120 days **Total days**

A minimum of 15 years of service as of January 1, 1975  
(1 month (22 work days) for every 10 years of service) **Total days**

**Calculation=Subtract sick leave usage subsequent to July 1, 1974.** **Total Terminal Leave Balance**

**Computation of Terminal Leave for Skilled Trade Employees (Check one option)**

Half of sick leave balance up to a maximum of 100 days **Total days**

Must have worked at least 250 work days per year **Total days**

1 month (22 work days) for every 10 years of service  
**Pro-rated calculation=Years of service divided by 10 multiplied by 22**

**Annual Leave Begin Date**  **Annual Leave End Date**

**Terminal Leave Begin Date**  **Terminal Leave End Date**

**Last Date on Payroll**

**Retirement Date**

**Director of Human Resources/Designee**

*Leave usage has been verified and appropriate adjustments, if any, have been made to the leave balances.*

*I have reviewed and approve of the final computation of the retirement date.*

Name  Signature \_\_\_\_\_ Date \_\_\_\_\_