**COLLEGE ASSISTANTS**

Maximum hours allowed: **1040 hours** between fiscal year July 1st through - June 30th
Inclusive of all hours, from all departments and other CUNY colleges

<table>
<thead>
<tr>
<th>The “Fiscal Semester” for College Assistants is as follows;</th>
<th>* Do not overlap fiscal periods on Personnel Action/CA forms</th>
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</thead>
<tbody>
<tr>
<td>*July 1st through August 31st</td>
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<tr>
<td>*September 1st through January 31st</td>
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<tr>
<td>*February 1st through June 30th</td>
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</table>

**Leave Accumulations:**
- College Assistants /Tutors in their 1st, 2nd, and 3rd year must work 500 or more hours before accumulation begins.
- College Assistants/Tutors who have worked 500 or more hours in three years starts to accumulate leave immediately.

**Annual Leave**

1st year – 4th year: @ 1 hour for every 15 hours worked
5th year and more: @ 1 hour for every 11 hours worked (must have worked more than 500 hours in the four prior years)

- Annual leave can be used for days when you are scheduled to work, but the college is closed due to a holiday.
- All unused annual leave is automatically paid out to the employee at the completion of each fiscal year. Balances do not carry over to the next year.

**Sick Leave**

- 1 hour of sick leave is earned for every 20 hours worked providing you have worked 500 or more hours in a fiscal year (July 1 – June 30)

**Use of Sick Leave**

- Sick leave may be used only for the employees’ personal illness.
- Sick Leave cannot be charged to days when the College is closed.
- Excessive use of sick leave will be reviewed by the Department of Human Resources.
- A Doctor’s note is required for illness extending for three or more consecutive working days, and for each month in the case of prolonged illness(Doctors notes should be sent directly to the Benefits Coordinator in The Department of Human Resources in an envelope marked “confidential”)
- Unused sick leave may be accrued from year to year without limitation, only if the College Assistant is reappointed.

**Jury Duty:**

- College Assistants serving on juries in NYS in NY State Courts are eligible to be paid the juror fee for the first three days by their college, if they are scheduled to work and earn more than the fee. If they are not scheduled, they will not be paid. If an employee would earn less than the per day fee they are to be paid their regular salary.
- A jury duty certificate must be brought to the Department of Human Resources which will include the employee’s name, dates of jury duty service and the signature or stamp of the appropriate court clerk.