

What Leaves Are You Entitled To?

MEMBERS are often asking about what kind of leaves they are entitled to have. Over the years the union has negotiated the five-day work week, over-time at 1.5 times your rate of pay if you work more than 40 hours. In addition to wages and hours of work, we also negotiated paid time off. Paid and unpaid time off comes in various categories. Depending on your title and years of service, you may be entitled to additional paid or unpaid time off. All this is commonly referred to as leave time. It is important to note that the Union has negotiated and advocated for these contractual leave time and advocated for the various policies we enjoy today. Without your continued involvement and without a strong Union all of this could be at risk.

Annual Leave or vacation time are paid days off to which union members are entitled to take off. The amount of time available is based upon years of service and accrues based upon the number of days worked and years of service. A typical member can earn up to three weeks of paid time off in their first year and up to over 5.5 weeks of vacation with 15 or more years of service. Note, members who started working after July 1, 2004 earn slightly less than those hired before July 1, 2004. Please see Annual Leave comparison chart located on our website: local768.org.

Sick Leave members get 12 sick days per year if you were hired before July 1, 2004, and 10 sick days per year if you were hired after July 1, 2004, for the first five years as an employee. After five years all members earn the equivalent of 12 sick days per year. Note, members can also use three sick days per year to take care of an ill family member, see 2002-2005 DC 37 Settlement Summary on our website.

Bereavement Leave members are entitled to take time off with pay not to exceed four days due to the death of a spouse, domestic partner, parent including foster and step-parent, child, brother, sister, mother-in-law, grandchild or other relative residing in the house. See Article V Sec. 21 of the Citywide Agreement and Leave Regulations for Career and Salary Plan 4.0 on our website: local768.org.

Child Care Leave any member is entitled to leave without pay at the birth or adoption of a child up to 4 years of age up to 48 months. Members can continue in pay status utilizing their annual leave or compensatory time prior to taking the child care leave. See Article V Sec. 20 of the citywide agreement.

Terminal Leave As of July 1, 2004, any member upon final separation of service shall be granted leave with pay for any employee who has ten years of service, on the basis of one day of terminal leave for every 3 days of sick leave to a maximum of 120 days. See the 2002-2005 Settlement For anyone hired before July 1, 2004 see Article V Sec. 17 of the Citywide Agreement Summary.

3.4 Advance Sick Leave Permanent members who have exhausted sick leave may at the discretion of the agency be advanced sick leave time up to amount earned in a year. Leave Regulations for Career and Salary Plan Rule 3.4

3.5 Grant Permanent members with 10 years of service who have exhausted sick leave may at the discretion of the agency be advanced sick leave of up to 3 months. Leave Regulations for Career and Salary Plan Rule 3.5

Special Leave of Absence Coverage (SLOAC) can provide members up to 4 months of health coverage if on approved unpaid leave of absence due to a disability

or serious illness, including workers comp. Member must have been on payroll prior to taking the leave or becoming eligible for at least one pay period.

Dedicated Sick Leave members in a collective bargaining title with two years of service may receive donated time up to 180 days in a calendar period to a seriously sick member. Members with 10 years may donate Sick or Annual leave. Members with less than ten years may only donate annual leave. Members must exhaust all leave and or grants before benefitting from this program. Personnel Services Bulletin 410-3 for further criteria. http://www.nyc.gov/html/dcas/downloads/pdf/psb/410_3.PDF

Leave to Vote members may take up to two hours to vote in an election if they do not have time to vote during working hours. Personnel Services Bulletin 440-3 http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_3.PDF

Time Off for Religious Observance Reasonable accommodation is to be made to all members in order to participate in religious observance. Leave is to be charge to Compensatory or Annual leave. Members can also work an alternative schedule in order to make up the time needed for religious observance. Personnel Services Bulletin 440-4 http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_4.PDF

Leave to Donate Blood members who donate blood are granted three hours of compensatory time to their leave bank in addition to the time needed to donate blood. Personnel Services Bulletin 440-5 http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_5.PDF

Leave for Veterans and certain Civilians to Observe Memorial and Veterans, and July 4th. Members maybe granted leave with pay to observe

the above mentioned dates if you served within a time of certain declared wars or if you are reserve personnel and are serving outside of a declared war. Personnel Services Bulletin 440-9R http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_9R2.pdf

Leave to take Exams Provisional, temporary or permanent members may at the discretion of the agency be allowed to take time with pay to take civil service exams, attend pools or go for interviews. If there is a hardship at the agency the member may use their own time. Personnel Services Bulletin 440-6 http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_6.PDF

Leave to Express Breast Milk NYS Law provides that members may be able to take paid or unpaid break time to express breast milk for child up to three years. The agency must provide a location, and not discriminate against anyone who choose to express breastmilk. Personnel Services Bulletin 440-13 http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_13.PDF

Leave for Cancer Screenings New York State Law provides up to 4 hours annually for any type of cancer screening. Previously only Breast and Prostate Cancer screenings were allowed. Personnel Services Bulletin 440-15 http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_15.pdf

Leave for Parades Agencies may grant leave charged to leave balances in order for members to participate in parades. Members must give at least 72 hours notice. Personnel Services Bulletin 440-7 http://www.nyc.gov/html/dcas/downloads/pdf/psb/440_7.PDF