Welcome to Brooklyn College
Benefits / Time & Leave Refresher
September 2023
BENEFITS
EMPLOYEE BENEFITS

- Health Insurance
- Welfare Fund Benefits
- Pension
- Commuter Benefits Program
- Additional Benefits
# HEALTH INSURANCE

<table>
<thead>
<tr>
<th>TYPES OF COVERAGE</th>
<th>PROVIDERS</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>HMO - Health Maintenance Organization</td>
<td>• HIP-HMO Gold Preferred Plan Optional Standard Rx Rider, • GHI-HMO • CIGNA • MetroPlus Gold Optional Rx Rider</td>
<td>• (PCP) Primary Care Physician • Referral required • No Copays • No biweekly payroll deductions</td>
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<tr>
<td>EPO – Exclusive Provider Organization</td>
<td>• Empire Blue Access Gated EPO • Aetna EPO</td>
<td>• No Referrals/PCP • Biweekly payroll deductions</td>
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<tr>
<td>POS – Point of Service</td>
<td>• HIP POS</td>
<td>• In/out of network • Referral required • Biweekly payroll deductions</td>
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<tr>
<td>PPO – Preferred Provider Organization</td>
<td>• GHI-CBP</td>
<td>• In/out of network • No referrals/PCP needed • Out of Network Deductibles</td>
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</tbody>
</table>
HOW TO SELECT A HEALTH PLAN

• Coverage
• Choice of Doctor
• Convenience of Access
• Cost

• www.nyc.gov/olr click on the health benefit tab
DEPENDENT ELIGIBILITY REQUIRED DOCUMENTATION

**Spouse**
- Married one year or less – Government issued marriage certificate
- Married more than one year – Government issued marriage certificate and one of the following:
  - Federal tax return filed within the last two years listing spouse as joint or individual
  - Proof of ownership (bank account, auto, home, etc.) issued within the last six months
  - Proof of cohabitation (two separate documents – one in your name and one in your spouse's name – at the same address)

**Domestic Partner**
- Partnership of one year or less – Domestic Partnership Certificate of Registration
- Partnership of one year or more – DP Certificate and one of the following:
  - Proof of ownership (bank account, auto, home, etc.) issued within the last six months
  - Proof of cohabitation (two separate documents – one in your name and one in your spouse's name – at the same address)

**Child**
- Government issued birth certificate
OPEN ENROLLMENT/TRANSFER PERIOD

• The Open Enrollment/Transfer Period is a specific time of the year when employees can change benefits elections, add/or remove dependents for health, dental, and flexible spending accounts programs (FSA) without a Qualifying Life Event.

• The NYC Health Benefits Program determines the exact dates; this year it will take place during November.

• Any changes made during this time frame will be effective the first full pay period January 2024.
PSC WELFARE FUND BENEFITS

- Dental
- Optical
- Prescription Drug Plan
- Hearing Aid
- Group Long Term Disability
- Death Benefit
PENSION PLANS

• Teachers’ Retirement System of the City of New York (TRS)
• Teachers Insurance and Annuity Association of America (Optional Retirement Program) (TIAA)
• Tier 6 effective April 1, 2012
IRREVOCABLE CHOICE TIER 6

NYC Teachers Retirement System TIER 6

- Defined benefit plan
- Vested after 5 years
- Employee contributions base salary, pre-tax to the Qualified Pension Plan (QPP) for the duration of employment
  - $45,000 or less 3%
  - $45,000 - $55,000 3.5%
  - $55,000 - $75,000 4.5%
  - $75,000 - $100,000 5.75%
  - $100,000 - $179,000 6%
- Employer contributes lump-sum to pension fund, not individual accounts
- Benefits based on age, final average salary (FAS) and years of credited service
- Retirement Age: 63 with unreduced retiree benefits
- Need 10 years of credited service to receive retiree health benefits.

TIAA - Optional Retirement Program TIER 6

- Defined contribution plan
- Vested after 366 days
- Employee contributes base salary, pre-tax for the duration of employment
  - $45,000 or less 3%
  - $45,000 - $55,000 3.5%
  - $55,000 - $75,000 4.5%
  - $75,000 - $100,000 5.75%
  - $100,000 or more 6%
- Employer contributes 8% of salary for the first seven years and 10% thereafter
- Benefits based on amounts contributed by employer, employee and investment experience
- Retiree benefits require 15 years of continuous employment and age 62 to receive retiree benefits.
NYC Teachers Retirement System TIER 4

- Defined benefit plan
- Vested after 5 years
- Retirement Age:
  - Age 62 with unreduced benefits
  - Age 55 to 61 with 30+ years can collect unreduced benefits
  - Age 55 to 61 immediate, reduced benefits
- Retiree benefits require 10 years of credited service and you must be eligible to receive a pension to enroll in retiree health benefits

TIAA - Optional Retirement Program TIER 4

- Defined contribution plan
- Vested after 366 days of continuous employment (vested immediately if you have an existing TIAA contract).
- Employer contributes 8% of salary for the first seven years and 10% thereafter
- Benefits based on amounts contributed by employer, employee and investment experience
- Retiree benefits require 15 years of continuous employment and age 62 to receive retiree health benefits
HOW DO I ADD TO MY PERSONAL INVESTMENTS FOR RETIREMENT?

• You can enroll in a voluntary savings plan/tax deferred annuity (TDA) where you set aside pre-tax dollars to add to your retirement accounts.

• The limits are $22,500 under age 50; $30,000 over age 50

• You can only enroll in one tax deferred annuity

Tax-deferred annuity options:

☐ Teachers Retirement System of the City of New York (for TRS members only) www.trsnyc.org/memberportal/login

☐ TIAA www.tiaa.org/cuny

☐ New York State Deferred Compensation Plan (NYSDCP) www.nysdcp.com
FLEXIBLE SPENDING ACCOUNTS PROGRAM (FSA)

• A way to pay for eligible medical expenses and/or childcare expenses with before-tax dollars.
• Automatic payroll deductions.
• Submit a claim and reimbursement is directly deposited into your bank account.
• Must re-enroll on an annual basis during open enrollment period.
• Any amount not used by the end of the grace period will be forfeited. Must budget accordingly.
• Annual contributions:
  • Eligible medical expenses – Minimum annual contribution is $260, maximum is $2,750
  • Childcare expenses – Minimum annual contribution is $500, maximum is $5,000
• For more information: https://www1.nyc.gov/site/olr/fsa/fsahome.page
VOLUNTARY BENEFITS

• Commuter Benefits which is Administered by EdenRed, which works with any transit system, MTA, Long Island Rail Road, Metro North, NJ Transit and the PATH train. Maximum monthly amount is $300 pre-tax; any higher amount will be on a post-tax basis. The enrollment form must be returned to HR.
  https://www.cuny.edu/about/administration/offices/hr/benefits/transit-benefit-senior-colleges-central-office-edenred/

• New York College Savings Program helps you save for college for a child, grandchildren, please go to www.nysaves.org
CUNY WORK/LIFE PROGRAMS

• Voluntary, free and confidential
• Available to employees and their families
• Services include:
  ➢ Traditional counseling for stress
  ➢ Family issues or substance abuse
  ➢ Access to legal and financial assistance
  ➢ Referrals for child care and elder care
• 800-833-8707
• www.myccaonline.com    Company Code: CUNY
EMPLOYEE DISCOUNTS AND PROMOTIONS

- Phone Service Providers
- Health & Fitness memberships
- Financial benefits
- Computers
- Office Supplies
- Clothing
- Movie Tickets, Broadway / Off Broadway, Sports events
- For more information go to [CUNY eMall Discounts](https://www.cunyemall.com/discounts)
ADDITIONAL RESOURCES

• Health Insurance: [www.nyc.gov/olr](http://www.nyc.gov/olr) click on health benefits tab
• Welfare Fund: [www.psccunywf.org](http://www.psccunywf.org)
• Transit Benefit: [https://www.cuny.edu/transit-benefit-edenred](https://www.cuny.edu/transit-benefit-edenred)
• CUNY Benefit & Wellness: [https://www.cuny.edu/benefits](https://www.cuny.edu/benefits)
• BC Human Resources: [https://www.brooklyn.edu/hr](https://www.brooklyn.edu/hr)
• Teachers’ Retirement System: [www.trsnyc.org](http://www.trsnyc.org)
• TIAA: [https://www.tiaa.org/cuny](https://www.tiaa.org/cuny)
Questions??
PHASED RETIREMENT
PHASED RETIREMENT

• Enables long-standing faculty and staff to continue to work for the University on a part-time basis while they transition into retirement
• Phasing is irrevocable and employee must retire at the end of the phasing period
• Phasing provides the department with advance notice to facilitate end of service planning
PHASED RETIREMENT ELIGIBILITY

• For TIAA pension members only, which includes:
  • Tenured faculty - including Librarians and Counselors
  • Tenured College Laboratory Technician (CLT)
  • Lecturers who hold a Certificate of Continuous Employment (CCE)
  • Higher Education Officer series (HEO) who hold a Certificate of Continual Administrative Service (title 13.3b)
• Must be at least 65 years of age and have completed 15 or more continuous full-time years of service
PHASED RETIREMENT
Tenured Faculty, Librarians, Counselors and Lecturers with CCE

- Work commitment will be 50% of contractual full-time workload
- Salary will be 50% of full-time salary
- Phase duration can be for 1, 2 or 3 years
PHASED RETIREMENT
HEO Title Series (13.3b status) and Tenured CLT

• Work commitment will be 80% of contractual full-time workload
• Salary will be 80% of full-time salary
• Phase duration can be for 6 months or 1 year
PHASING APPLICATION DEADLINE

• Faculty & Staff
  • Must apply by **November 15th**, to begin phasing for the **2024-2025** academic year

• You can submit your documents in three ways
  1. Send completed form to Email **BCTime@brooklyn.cuny.edu**
  2. Hand deliver the forms to 1219 Boylan Hall
  3. Fax the Office of Human Resource Services at **718-951-4859**
Questions??
TIME AND LEAVE
Sick Time Allocation

- Faculty can accrue up to 20 sick days annually
  - Unused sick time
  - Maximum Accrual – 160 days

- Non-Teaching employees can accrue up to 20 sick days annually
  - Unused sick time
  - Maximum Accrual – 160 days
Sick Time & Medical Documentation

- An employee may call out sick
- The employee does not have to disclose the nature of their illness to their supervisor
- Be Courteous! If you have a pre-scheduled medical appointment tell your Supervisor beforehand
- 5 days of sick absence requires medical documentation
- More than 5 days of sick absence requires an employee to contact the Time and Leave Team to discuss leave options
- Medical documentation should be given to HRS
Annual Time

- **Faculty**
  - Faculty that work during both the fall and spring semesters will be paid during the summer with annual time.
  - Summer pay starts the day after commencement and ends the day before the first day of classes in the fall semester.

- **Sub-Faculty**
  - Sub-Faculty that work during both the fall and spring semesters will be paid during the summer with annual time.
  - Summer pay starts the day after commencement and ends the day before the first day of classes in the fall semester.
  - Sub-Faculty that only work the fall semester will be paid 1 month of annual time in February.
  - Sub-Faculty that only work the spring semester will be paid 1 month of annual time in July.
Annual Time - continued

- **Librarians**
  - Annual accrual rate is 40 days per year
  - Annual cap is 45 days

- **Non-Teaching Employees**
  - Annual time begins accruing at 1.250 days per month. 15 days for the 1st year
  - Every year employees get an additional day, maxing out at 25 days per year
  - Your year is based on your anniversary of hire
  - Annual Cap is 45 days
Requesting Annual Leave

- Annual Leave must be requested well in advance (about 15 days or follow your department’s process)
- Supervisor has the right to deny or ask you to change dates based on needs of the department
- Annual Leave form must be filled out in advance and signed by the supervisor and sent to HRS if 5 days or more
- HRS has the right to deny if employee does not have any annual time
Timesheets

- Due by dates according to schedule below
- Must be mailed to BCTime@Brooklyn.cuny.edu
- PDF Naming Convention HEO/CLT/Research Asst:
  - INST_DEPT_Pay Period Ex: INST_HRS_PP 1
- Email Subject Line: Dept_Inst_Sep 2023
- You can check your time balances in BC Web Central
  - Log in / My Info / My HR Records
  - Scroll down to the bottom of the page to view your time balances
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<tr>
<th>Timesheet Period</th>
<th>Timesheet Period</th>
<th>Period Holiday/Observed</th>
<th>Timekeeper Entry Deadline</th>
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<td>08/20/23 – 08/02/23</td>
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<td>08/03/23 – 09/16/23</td>
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<td>09/17/23 – 09/06/23</td>
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<td>9</td>
<td>06/23/24 – 07/06/24</td>
<td>Wednesday, July 10, 2024</td>
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## FULL TIME NON-TEACHING INSTRUCTIONAL STAFF TIME SHEET

### Instructions:
- Please refer to the attached schedule for calculating the time worked.
- The daily record of time and attendance is based on the 24-Hour Clock. Please also see the attached 24-Hour Clock conversion chart.

### Daily Record (Completed by Employees)

<table>
<thead>
<tr>
<th>DAY AND DATE</th>
<th>LUNCH</th>
<th>OUT</th>
<th>IN</th>
<th>HOURS</th>
<th>SICK LEAVE</th>
<th>ANNUAL LEAVE</th>
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<th>OTHERS LEAVE</th>
<th>OTHER LEAVE</th>
<th>COMP TIME</th>
<th>OVERTIME</th>
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**Total For The Week:** 14.99 7:00 7:00 7:00 0:00

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<th>DAY AND DATE</th>
<th>LUNCH</th>
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**Total For The Week:** 17:19 0:00 0:00 0:00 0:00

**Time For The Period:** 41.99 7:00 7:00 7:00 0:00

### Employee Certification:
- By signing below I hereby certify that the time reported is accurate.

**Employee Signature:**

**Supervisor Signature:**

**Witness Signature:**

---

Employee:

Supervisor:

Witness:

**Date:**

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**College:**

Brooklyn
Timesheet Don’ts

- Don’t submit timesheets for different pay periods in one PDF, you can send them in the same email, using different PDF’s by pay period
- Don’t forget to send timesheets in a timely manner
- Don’t email BCTime for non-timesheet related issues
- Don’t sign in and out on days you are not in and indicate time taken. If you are not in there should be no time filled in.
- Don’t scan a timesheet yourself, a supervisor or timekeeper must do it
Types of Leaves

- Family Medical Leave Act (FMLA)
- Authorized Medical Leave
- Paid Parental Leave (PPL)
- Paid Family Leave (PFL)
- Catastrophic Sick Leave Program (CSLB)
Family Medical Leave Act (FMLA)

- FMLA entitles eligible employees up to 12 weeks of job protected leave in a 12-month period (for CUNY: 9/1-8/31) for:
  - the birth and care of a child
  - the placement with the employee of a child for adoption or foster care
  - to care for the employee’s spouse, child, or parent who has a serious health condition
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job
  - to care for a family member who is a current service member or veteran with a serious injury or illness incurred in the line of duty on active duty
  - for “qualifying exigencies” arising out of the fact that a family member in the military has been on or called to active duty
Family Medical Leave Act (FMLA) (Cont.)

Eligibility

- Employee has worked 1,250 hours during the 12 months prior to the start of leave (this means hours actually worked; does not include paid and unpaid leave, including FMLA leave)

- Faculty who have worked full-time for 36 weeks of the preceding 12 months are eligible, meaning:
  - A faculty member who worked for the Fall and Spring semesters but not the summer is eligible
  - Fellowship leave is not considered work time by the DOL

Paid/Unpaid

- The FMLA permits, and CUNY requires an employee to use applicable accrued paid annual, sick, temporary disability or other paid leave (such as paid parental leave), before taking unpaid FMLA leave.
  - Paid FMLA leave counts as service, so an employee on paid FMLA does not break service for purposes of reappointments, tenure clock etc. which require years of continuous service
  - Unpaid FMLA leaves serve as a bridge between prior and subsequent service.
**Family Medical Leave Act (FMLA) (Cont.)**

**Serious Health Condition Defined**

- An illness, injury, impairment or physical or mental condition that involves
  - inpatient care
  - continuing treatment by a health care provider
  - Health condition related to pregnancy and prenatal care
  - Chronic serious health condition
  - Permanent or long-term conditions
  - Conditions requiring multiple treatments
  - Substance abuse

**Types of FMLA**

- Not covered:
  - the common cold
  - the flu, earaches
  - upset stomach
  - minor ulcers
  - headaches other than migraine
  - routine dental or orthodontia problems, periodontal disease, etc.
Authorized Medical Leave

Employees are placed on Authorized Medical Leave in two situations:

1. They are not eligible for FMLA and need to go out for a qualifying instance
2. They have exhausted FMLA and need to continue to be absent
   - Employee can use any sick time they have accrued by the start of the leave
Paid Parental Leave (PPL)

- **Eligibility**
  - Faculty who have completed two continuous semesters of teaching and become parents during the period of annual leave are eligible.

- **Per agreement with the PSC,** instructional staff employees get up to an 8-week paid parental leave to care for a newborn or newly adopted child (up to 5 years old)
  - A one- or two-course reduction is available for faculty only
  - The paid parental leave follows any applicable sick leave related to childbirth; an FMLA medical certification would be required for the sick leave portion
  - PPL runs concurrently with FMLA leave
Paid Parental Leave (PPL)

- Summer annual leave period: A faculty member who becomes eligible for Paid Parental Leave during the period of annual leave section (14.1), the leave shall commence effective with the first day of the fall semester following the period of annual leave or at the expiration of approved use of temporary disability leave related to childbirth, to the extent applicable.

- Holidays and/or, for teaching faculty, intersession period(s) (excluding the period of annual), do not serve to extend the period of the leave, but rather are counted as part of the period of paid parental leave.

- For example, Professor Jane Doe taught for the Fall and Spring semesters and becomes a parent during the Summer; their Paid Parental Leave will begin in Aug at the start of the Fall semester.

- In addition, all national holidays do not extend the Paid Parental Leave. For example, Thanksgiving, Christmas, NYE...all are included in the count of the 8 week leave.
Paid Parental Leave (PPL) (Cont.)

- Must fill out a PPL application at least (90) calendar days prior to date of leave, impending birth or placement with employee for adoption
- Must submit proof of birth and adoption
Paid Family Leave (PFL)

Benefits

- Job protection
- Paid time off to care for the following:
  - Bond with a newly born, adopted or fostered child
  - Care for a family member with a serious health condition
  - Assist loved ones when a family member is deployed in a foreign country on active military service

Eligibility

- Instructional Staff who work 20 hours or more a week are eligible once they have completed 26 consecutive weeks of employment.
- Breaks between semesters during which the employee remains on payroll are counted toward the 26 consecutive weeks of employment.
Paid Family Leave (PFL) (Cont.)

- **Important Details**
  - PFL benefits are not paid by CUNY, but by **Standard**
  - Employee must apply no less than 30 days prior to the expected leave of absence
  - Employee may take up to 12 paid weeks of leave
  - Employee will receive up to 67% of their average weekly salary
  - Employee health benefits will continue for up to 12 weeks while on an approved PFL
  - All employees pay 0.511% of an employee’s gross wages and it is capped at an annual maximum of $385.34.
Catastrophic Sick Leave Program (CSLB)

- The Catastrophic Sick Leave is a pool of sick leave and annual leave voluntarily donated by individuals who are employed full-time for potential use as sick leave by eligible full-time employees who are also donors to the bank.
- Eligible employees may receive up to ninety (90) days in one (1) program year
- This year the enrollment period is November 1st – November 30th, 2023

**Recipient:**
- Must have two (2) years of continuous full-time service at CUNY
- Illness or injury cannot be job related
- Illness or injury must require an absence of at least thirty (30) working days
- All time and leave balances must be exhausted
Catastrophic Sick Leave Program (CSLB) - continued

**Donor:**
- Employees with fewer than five (5) years of continuous full-time CUNY service may only dedicate annual time
- Recipient may receive up to one-hundred and twenty (120) days or six (6) months of paid sick leave, whichever is greater, in any one (1) program year (September 1 – August 31)
- Donations must be made in increments of one (1) day
- A/L donated will be credited as one (1) full day
- S/L donated will be credited as one-half (1/2) day
- Max of S/L allowed to be donated is ten (10) days per donor
- No Max on A/L allowed to be donated
How do I submit my Catastrophic Sick Leave Form?

- You can submit your form in three ways

1. Send completed form to Email BCTime@brooklyn.cuny.edu
2. Hand deliver the forms to 1219 Boylan Hall
3. Fax the Office of Human Resource Services at 718-951-4859
Benefit / Time & Leave Contacts

• Alisha McDowell  Alisha.McDowell@Brooklyn.cuny.edu
• Revee Jones    Revee.Jones@Brooklyn.cuny.edu
• Bettina Smith   Bsmith@Brooklyn.cuny.edu
• Jean Garthaffner Jean.Garthaffner@Brooklyn.cuny.edu
• Donna Corbin    DCorbin@brooklyn.cuny.edu

Bctime@brooklyn.cuny.edu    Benefits@brooklyn.cuny.edu

• 1219 Boylan Hall
• (718) 951-5377
Questions??
### Brooklyn College Human Resource Services

#### Fall 2023 Events & Course Offerings

**HRS Working For You:**
Meet the Staff and Learn about Our Services

- **Wednesday, October 4**
  11:30am-12:30pm
- Register in advance:
  [https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcpc--sqz8qGtQOTdo4C0J4cgcBsBpD8RUv](https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcpc--sqz8qGtQOTdo4C0J4cgcBsBpD8RUv)

**Civil Service/Classified Titles Overview**

- **Wednesday, October 25**
  11am-12pm on Zoom
- Register in advance:
  [https://brooklyn-cuny-edu.zoom.us/meeting/register/tZAlce6orz0vG91PCfc_N6MYhhFjyTlsMKzK](https://brooklyn-cuny-edu.zoom.us/meeting/register/tZAlce6orz0vG91PCfc_N6MYhhFjyTlsMKzK)

**Open Enrollment Workshop**

- **Thursday, October 12**
  12:30pm-1:30pm on Zoom
- Register in advance:
  [https://brooklyn-cuny-edu.zoom.us/meeting/register/tZAlce6orz0vG91PCfc_N6MYhhFjyTlsMKzK](https://brooklyn-cuny-edu.zoom.us/meeting/register/tZAlce6orz0vG91PCfc_N6MYhhFjyTlsMKzK)

**PSC Members Benefits / Time & Leave Overview**

- **Monday, September 18**
  at 1pm on Zoom
- Register in advance:
  [https://brooklyn-cuny-edu.zoom.us/meeting/register/tZAlce6orz0vG91PCfc_N6MYhhFjyTlsMKzK](https://brooklyn-cuny-edu.zoom.us/meeting/register/tZAlce6orz0vG91PCfc_N6MYhhFjyTlsMKzK)

**Benefits, Time & Leave**

**Benefits & Wellness Fair**

- **Wednesday, September 27**
  11am to 2 pm
  in the West Quad, Room 240
- **Sign up for a Free Flu Shot**
  Sign up to receive a free flu shot at the Benefits & Wellness Fair.
  Registration is required.
  [https://www.apschedule.com/nycflu23](https://www.apschedule.com/nycflu23)
  (Username: nyc, Password: welcome2023).
  Please remember to bring your employee ID, and your consent form.

**In Person**

- **Thursday, September 28**
  10am - 11am or 4pm - 5pm
  at Woody Tanger Auditorium
  (Library – 1st floor)
- Register in advance.
  A BC WebCentral ID is required, click here.

**On Zoom**

- **Monday, October 2**
  10am-11am
- Register in advance:
  [https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcoc-ugrjIqG93x8Bw4RtCpF9GR1fnIcAu6](https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcoc-ugrjIqG93x8Bw4RtCpF9GR1fnIcAu6)

**CUNY Required Compliance Trainings**

**Combined Workplace Violence Prevention and ESPARC:**

- All employees must complete ESPARC and WVP Training every academic year. They are offered as separate trainings in Blackboard.
- We are offering a combined sessions with both via zoom.
- **Dates/Times:**
  - Wednesday, September 13
    10am-11am
  - Tuesday, September 26
    1pm-2pm
  - Wednesday, October 11
    10am-11am
  - Tuesday, October 24
    1pm-2pm
  - Wednesday, November 8
    10am-11am
  - Tuesday, November 28
    1pm-2pm
  - Wednesday, December 6
    10am-11am
  - Tuesday, December 19
    1pm-2pm

**Deadline to complete Trainings:**

- **Part-Time & Adjuncts**
  December 20, 2023
- **Full-time employees**
  May 31, 2024

- Register in advance.
  A BC WebCentral ID is required, click here.

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If you are attending a session outside of your lunch break, please ensure you have your supervisor's approval to attend.

Non-Tax Levy and Research Foundation employees, email [hrstraining@brooklyn.cuny.edu](mailto:hrstraining@brooklyn.cuny.edu) to register.
Brooklyn College Human Resource Services
Fall 2023 Event & Course Offerings

Phased Retirement for TIAA

Applications for the Phased Retirement Program will be accepted through November 15, 2023.
The complete program can be viewed through the following link: https://www.cuny.edu/about/administration/hr/about-benefits/administration/hr/benefits/phased-retirement.
Completed applications should be sent to Human Resource Services Attention: Bettina Smith.

Catastrophic Sick Leave Bank Program (CSLB)

The Catastrophic Sick Leave Bank Program (CSLB) open enrollment period will run from November 1, 2023, through November 30, 2023.
For the full details of the CSLB program and for the enrollment forms, please visit the link below:
https://www.cuny.edu/about/administration/hr/about-benefits/cuny-work-life/cuny-work-life/catalist-leave-bank/catalist-leave-bank/
If you have any questions or to submit enrollment forms, please email: bftime@brooklyn.cuny.edu.

Training for employees who are also BC Students

Career 101
Learn about the ways the Magner Career Center can help you achieve your career goals, meet some of our staff and ask questions.

Dates/Time:
Saturday, September 16
10:30-11:30am
Tuesday, September 19
12:30pm-1:30pm
Wednesday, September 27
5pm-6pm
Questions? Contact the Magner Center
Register at: portal.brooklyn.edu via the Career Tab and Career Workshop Section OR email carenews@brooklyn.cuny.edu

Do you have ideas for trainings or workshops you would like to see offered?
Email Suggestions to: hrstraining@brooklyn.cuny.edu

If you are attending a session outside of your lunch break, please ensure you have your supervisor’s approval to attend.
Non-Tax Levy and Research Foundation employees, email: hrstraining@brooklyn.cuny.edu to register.

CUNY Required Compliance Trainings Cont’d

Gender Based Violence Prevention Training
This training will only be available to HR professionals as well as managers and supervisors at least one direct report on Blackboard.
If employees received an automated email notification regarding GBVT, they are required to complete it by Friday, May 31, 2024 if they are a full-time employee, or by the end of the current semester if they are a part-time employee.

Employee Assistance Program

Free Work/Life and daily living services available through your Employee Assistance Program. Counselors are available to assist with multiple resources such as finding pet sitters, child and elder care facilities, tutors, home repair, veterinarians, moving services and more.
To access the program:
Call the Toll Free Helpline 1(855) 492-3633
Visit the website at www.myccaonline.com (Company Code: CUNY)
DISCLAIMER

• The presentation is intended as general information only and does not carry the force of legal opinion

• HRS is providing this information as an employee resource. This information and related materials are presented to give employees a better understanding of the Time and Leave process and procedures

• We will make every effort to keep this information current and to correct errors brought to our attention