

OFFICE OF GRANTS/SPONSORED PROGRAMS

**Annual Leave Policy**

Updated 12/30/20

In accordance with RFCUNY's Policy #506-H<sup>1</sup> - "Time off and Leave Benefits", it is Queensborough Community College's policy that grant-sponsored employees take all annual leave during the fiscal year in which they are accrued or receive an annual leave payout from that project fiscal year, in accordance with NYS labor laws.

All RFCUNY employees are eligible to accrue annual leave with the exception of:

- Part-time Instructors – Employees working on a Part-Time basis under the RFCUNY titles: *Grants Sponsored Instructor* or *Grants Sponsored Teacher* on budget line 5408.
- On-Call, Temporary, Seasonal, and Graduate Research Assistants (GRAs)

If an employee has exhausted the work hours in their appointment, PIs must instruct employees to stop working and use their annual leave. Project directors who allow employees to continue working must obtain approval from OGSP<sup>2</sup> (via a Retroactive Timesheet with GO approval) and show that sufficient funds are available in their project to cover BOTH the extra work hours and the full annual leave payout. OGSP maintains no accounts or funds to cover these overages. If incurred, these overages must be covered by the PI's academic department, the college's tax levy budget, or some other source of funds. *Payment for annual leave hours not taken are subject to the availability of funds, sponsor regulations and may be forfeited if arrangements have not been made for payment.*

Please sign below to indicate that you have been made aware of this policy. If you have any questions or need clarification about RFCUNY policy, contact Patrice Osbahr at (212) 417-8670 or via e-mail at [Patrice\\_Osbahr@rfcuny.org](mailto:Patrice_Osbahr@rfcuny.org)

Thank you for your cooperation and your ongoing efforts on behalf of our grant projects and students.

Principal Investigator/Project Director Information	
Name (Print):	
Signature:	Date:
Project RF Account #:	Project Budget Period:
Employee Information	
Name (Print):	
Start Date:	Appointment End Date:
Signature:	Date:

<sup>1</sup> <https://www.rfcuny.org/RFWebsite/resources/review-policies-procedures/time-off-and-leave-benefits/>

<sup>2</sup> See Addendum #1 to Annual Leave Policy: "Work Hours, Annual Leave Hours and Employee Timesheets"