The Board of Trustees approves a modification of the partial leave with partial pay policy to permit an experimental three-year pilot pre-retirement partial leave with partial pay program. Under this pilot program, tenured faculty or Lecturers with a Certificate of Continuous Employment who are members of the Optional Retirement Program may request partial leaves of absence with partial pay for up to three years preceding their intended retirement to enable them to explore post-retirement options and ease the transition to retirement. Participation is entirely voluntary. The pilot program is effective from the 2013-2014 academic year through the 2015-16 academic year. The program will be reviewed during the course of the pilot to determine whether it should continue beyond the 2015-2016 academic year. The University reserves the right to cancel the pilot program earlier. In the event that the University cancels the pilot program, individuals who commenced participation in the Program will be allowed to complete their pre-retirement partial leave period.

The following provisions will govern the pilot program:

Eligibility

To participate in the pilot, a faculty member must meet the following criteria:

- The faculty member must be appointed as an assistant professor, associate professor, professor, or lecturer or appointed in a comparable title in the Law School series or Medical series. An otherwise eligible faculty member currently serving as a Department Chair or as an Executive Officer of a Ph.D. program may apply to participate, with the understanding that upon approval of his/her phased retirement application, he/she will be deemed to have resigned from the Department Chair/Executive Officer position effective the June 30 preceding the commencement of his/her phasing period.
- The faculty member must be tenured or, if a Lecturer, must have a Certificate of Continuous Employment (CCE).
- The faculty member must be at least 65 years of age and have completed at least 15 years of full-time, continuous CUNY service as of the start of the pre-retirement partial leave with partial pay period.
- The faculty member must be a participant in the Optional Retirement Program; that is, TIAA-CREF, including the alternative funding vehicles of MetLife and Guardian.
- Participation in the pre-retirement partial leave with partial pay pilot program is predicated upon the faculty member’s bonafide intention to retire following the pre-retirement leave period.

Duration of Pre-Retirement Partial Leave

Faculty members may request pre-retirement partial leaves for one, two, or three academic years before retirement. The faculty member may choose to retire sooner than originally planned (so long as he/she has completed his/her full partial leave workload commitment for any given year).
All partial leaves will begin on the first day of the Fall semester of the appropriate year; that is, on the third day, excluding Saturdays and Sundays, before August 30.

**Workload, Compensation and Benefits**

During the pre-retirement partial leave with partial pay period, the faculty member’s annual teaching workload shall be 50% of the contractual full-time teaching workload for his/her title, and the salary shall be 50% of the full-time salary. The weekly workload for tenured faculty serving as Counselors or Librarians shall be reduced to 50% with the corresponding reduction in salary. The faculty member will take any Travia Leave to which he/she is entitled in the final spring semester of the pre-retirement leave period.\(^1\) In no event may the combined period of partial leave with partial pay and Travia Leave exceed three years.

During the pre-retirement partial leave period, the faculty member will continue, on a pro rata basis, to receive the movement within salary schedule provided for in Article 24.2 of the PSC/CUNY collective bargaining agreement and will be eligible for any applicable contractual salary increases on a pro-rata basis. They will also continue to receive an existing salary above base, on a pro-rata basis. However, they will not be eligible for any discretionary salary increases. Regardless of how the faculty member’s workload is distributed over the course of the year, salary will be paid out over the full year in equal bi-weekly payments (except during Travia Leave).

While on pre-retirement leave, the faculty member will retain health insurance eligibility and full PSC-CUNY Welfare Fund benefits. Pension contributions will continue to be made by the employer and the faculty member on a pro rata basis during the pre-retirement leave period.

Faculty members who participate in the pre-retirement partial leave with partial pay program will be eligible to supplement their salaries by withdrawing funds from their CUNY TDA 403(b) plan, as well as from their CUNY retirement annuity 403(b) (pre-1990) frozen plan and the current 401(a) plan to the extent provided for in said plan.

**Procedures**

Applications for pre-retirement partial leaves are due no later than October 1 for the following academic year. The approval process should be completed by February 1. However, applications to enter the phasing program for the 2013-2014 academic year must be submitted no later than May 15, 2013. The Vice Chancellor for Human Resources Management may adjust these deadlines as necessary.

To request to participate in the program, the faculty member submits a “Pre-Retirement Partial Leave With Partial Pay” application to the Department Chair for review. The faculty member

\(^1\) In the Fall semester preceding Travia Leave the faculty member will have a teaching workload equal to 25% of the annual contractual full-time teaching workload with a salary equal to 50% of the bi-weekly salary rate through the day preceding the start of the spring semester. Such employees will then be paid at 100% of the full-time bi-weekly salary rate during Travia Leave.
proposes the length of the pre-retirement leave period and proposes how he/she wishes to phase in each year of the phasing period, as follows:

   a. By carrying a 50% phasing workload for both semesters of the academic year; or,
   b. By carrying a full phasing workload (100%) for the Fall semester of the academic year.

In offering this pre-retirement partial leave program, it is our intent that the Colleges be flexible, to the extent feasible, in accommodating the faculty member’s proposal regarding the work schedule during the leave period. The Department Chair will review the application and determine whether the work of the department can be effectively arranged so as to accommodate the employee’s proposal. If the Chair determines that it can, he/she shall recommend approval to the Departmental Personal and Budget Committee. If the Departmental Personnel and Budget committee approves, the application is forwarded to the College Committee on Faculty Personnel and Budget. If the latter committee approves, it forwards the application to the President. If the President approves, he/she transmits the partial leave with partial pay transactions to the Board of Trustees for approval via the Chancellor’s University Report. Following approval of the leave, any proposed changes to the workload configuration will require the written approval of the Department Chair. The College will determine the content of the phasing employee’s workload, consistent with Bylaw section 9.3.a2.

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2 The teaching workload for each academic year of the pre-retirement partial leave period must, however, equal 50% of the annual contractual teaching workload.