

PAYROLL ADMINISTRATION MEMORANDUM

2020 - 2021

No. 18

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DATE: June 14, 2021

TO: B/C Office Directors (via e-mail)
 Principals (via "Principals' Weekly Newsletter")
 Payroll Secretaries/Timekeepers (via e-mail)

FROM: Kevin Monrose

Subject: Summer Service Processing & Vacation Pay Calculation
 for Nurses, Therapists and Sign Language Interpreters,
 10-Month Employees

This memorandum discusses the processes and protocols associated with vacation and summer pay for nurses, therapists and sign language interpreters.

Summer Service Processing
10 Month UFT Administrative Employees

- Annual employees who work during the summer vacation period of 6/26/21 - 9/8/21 will be paid at an hourly rate equal to 1/1213 of their annual salary.
- These payments will be issued in separate checks; and either:
 - Mailed to the address of record for the employee; or
 - Issued via Direct Deposit for those employees who are currently enrolled in Electronic Fund Transfer (EFT).
- The timekeeping schedule for the summer is as follows:

Summer Service Period	Cybershift Close Dates	Check Date
6/27/21 – 7/10/21	7/12/21	7/23/21
7/11/21 – 7/24/21	7/26/21	8/6/21
7/25/21 – 8/7/21	8/9/21	8/20/21
8/8/21 – 8/21/21	8/23/21	9/3/21
8/22/21 – 9/4/21*	9/3/21	9/17/20

* Early Return Charter School Period

- **EMPLOYEES WITH NO ACTIVE JOB AS OF 6/14/21 CANNOT WORK DURING THE SUMMER. IF THERE IS NO ACTIVE PRIMARY JOB, A SECOND JOB CANNOT BE CREATED TO PAY THIS EMPLOYEE.**

Vacation Pay Calculation

- Per the current contract, all annual nurses, therapists, and sign language interpreters work a 10-month year, and are paid over a 12-month period
 - For the summer vacation period: 6/26/2021 – 9/8/2021, the above referenced annual employees, who have no break in service, will continue to receive their *standard* biweekly paychecks.
- Hourly employees are not entitled to receive vacation pay;
 - These employees will be paid on 7/9/21 for service rendered through 6/25/21.
 - Only those hourly employees working during the summer vacation period will receive checks beyond this date.
 - The hourly summer service timekeeping schedule is the same for the annual population as outlined in the table above.
 - Summer service checks will be distributed on the following dates: 7/23/21, 8/6/21, 8/20/21, 9/3/21, and 9/17/21.

Prorated Vacation Pay Entitlement for Annual Employees with a Break in Service

- Annual employees hired *after* September 8, 2020, or on an *unpaid* Leave of Absence during the school year are eligible for a prorated vacation pay entitlement covering the period 6/26/21 through 9/8/21.
- The variables for the computation of summer pay entitlement are as follows:
 - Number of days in the calendar year = 365
 - Number of work-days in bi-weekly pay period = 10
 - Number of summer vacation pay days (2021) = 53
 - Bi-weekly salary = Annual salary ÷ number of days in the calendar year x the number of calendar days in a two-week period
 - NOTE: Vacation Factor = (# of vacation days ÷ # of school days)
(53 days ÷ 183 days = vacation factor of .29)

The following three examples are provided to illustrate the prorating methodology discussed above:

Example #1

- John Smith is hired effective 11/6/20, and has an annual salary of \$50,000, and he serves through 6/25/21; therefore,
- This employee is eligible to receive 80% of the vacation pay entitlement.
 - Entitlement is computed at 10% for each month of service covering the period of September through June.
 - An employee must serve more than 15 calendar days in a month for eligibility.
 - The adjustment will be deducted over the four summer checks to be issued on:
 - 7/23/21, 8/6/21, 8/20/21 and 9/3/21.
- Annual salary \$50,000 ÷ 365 calendar days X 14 days ÷ 10 workdays = \$191.78 daily pay rate.
- The 2020 – 2021 school year vacation period is 53 days.
- Vacation entitlement is computed as:
 - \$50,000 ÷ 365 X 14 ÷ 10 X 53 days = \$10,164.38
 - \$191.78 X 53 days X 80% entitlement = \$ 8,131.47
 - Total Deduction \$ 2,032.91
- A deduction will be taken in four equal installments of \$508.23 on:
 - 7/23/21, 8/6/21, 8/20/21 and 9/3/21.

Example #2

- Jane Smith works throughout the school year at an annual salary of \$50,000, she resigned on 4/1/21.
- She would receive a vacation pay entitlement equivalent to 70% of the total, on June 25, 2021.
 - $\$50,000 \div 365 \times 14 \div 10 = \191.78 per work day
 - $\$191.78 \times 53 \text{ days} \times 70\% = \$7,115.04$

Example #3

- Joan Smith was on an unpaid leave of absence for the period of 3/3/21 through 4/21/21:
- This period is equal to 30 school days;
- Vacation entitlement is computed as follows:
30 days X .29 (vacation factor) = 8.7 days of vacation pay adjustment; therefore:
 - Annual salary of \$50,000 \div 365 X 14 \div 10 = \$191.78 daily rate of pay
 - $\$191.78 \times 8.7 = \$1,668.49$.
- A deduction will be taken in four equal installments of \$417.12 on
 - 7/23/21, 8/6/21, 8/20/21 and 9/3/21.

If you have any questions regarding the processes or protocols outlined above, please contact Antoinette Brown, Director of Administrative Payroll at Abrown@schools.nyc.gov.

KM/ab

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