Sick Time Policy for Part-time and Per Diem Administrators and Staff and Regular Student Workers (non work-study)

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<th>Section: Time Off</th>
<th>Policy Number: 402C</th>
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<td>Responsible Office: HR/HR Services</td>
<td>Effective Date: 04/01/14</td>
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**Scope**

This policy applies to eligible part-time and per diem administrators and staff and to regular student workers. This policy does not apply to independent contractors and employees for the hours worked and compensated by or through federal work-study programs or qualified scholarships.

**Uses of Sick Time**

Part-time and per diem employees and regular student workers who work for the University for at least eighty (80) hours per calendar year are entitled to accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum of forty (40) hours of paid sick time a year. Employees may not begin to take their accrued sick time until after 120 days of employment.

Accrued sick time can be used for absences from work for any of the following reasons:

1. An employee’s mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care.

2. To care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care.

3. When the University is closed by order of a public official due to a public health emergency, or when an employee needs to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

**Procedures**

Where an employee’s need to use sick time is foreseeable, the University requires seven days advance notice. Where the employee’s need for sick time is not foreseeable, the University requires as much notice as possible.

A part-time or per diem employee or regular student worker who is eligible for and takes sick time for more than three (3) consecutive scheduled work days may be required to submit to the Benefits Office documentation signed by a licensed health care provider indicating duration of sick time required, the expected return to work date, and confirming that sick time is for purposes allowed by the Act. Such documentation need not specify the nature of the employee’s or the employee’s family member’s injury, illness or condition, unless otherwise required by University policy or by law. Health information about an employee or an employee’s family member obtained solely for the purposes of utilizing sick
time pursuant to this policy will be treated as confidential and shall not be disclosed except with the permission of the affected employee or as required by law.

Any unused portion of sick time may be carried over to the following calendar year; however, no more than forty (40) hours of paid sick time may be taken during any calendar year.

Upon separation from employment, sick time balance shall have no monetary value. When there is a separation from employment and the employee is rehired within six months of separation, any previously accrued sick time that was not used will be reinstated.

**Non-Retaliation**
Retaliation against any employee for appropriate use of paid sick time is unacceptable and strictly prohibited. Any employee who feels he or she has been retaliated against should immediately report the matter to Human Resources. Employees also have the right to file a complaint with the NYC Department of Consumer Affairs.