

University Policies 402A, 402B, and 402C Safe and Sick Leave Comparison by Employee Classification

Employee Classification	NYC Paid Safe and Sick Leave	Use of Safe and Sick Time	Tracking Required by Supervisors and Employees Who Take Sick and Safe Time
Full-time Administrators	Administrators may use safe and sick leave on a continuous or intermittent basis for the care and treatment of the employee and/or a family member, and to seek assistance or take other safety measures if the employee or a family member may be the victim of any act or threat of domestic violence or unwanted sexual contact, stalking, or human trafficking.	<p><u>Sick leave for the administrator’s own health:</u></p> <ul style="list-style-type: none"> • First three (3) months (orientation period): Five (5) days maximum* • First year of employment: One (1) month maximum* • After first year: Six (6) months maximum* (provided the sick leave does not exceed one-half (1/2) of the administrator’s annual base salary); can be taken continuously or intermittently, but cannot exceed six (6) months in any 12-month period.* <p><u>Safe leave for the administrator:</u></p> <ul style="list-style-type: none"> • Shall not exceed five (5) days per year.* <u>Safe and sick leave for a family member:</u> • Shall not exceed five (5) days per year.* 	<p>Supervisors: Required by law to keep and maintain records of the date and time of each instance of safe and sick time in consultation with the Employee Benefits Office (EBO). Related documentation should be submitted confidentially, without review, to the EBO. Supervisors must also document any change in the material terms of employment specific to the employee.</p> <p>Administrators: For absences of more than five (5) consecutive work days, administrators are required to submit documentation from a licensed medical provider to the Employee Benefits Office indicating the existence of a need for sick leave and the date the employee is “cleared” to return to work. In the case of more than five (5) consecutive work days of safe leave, reasonable documentation from a social services provider, attorney, law enforcement, clergy member, or notarized letter by the employee indicating the need for safe leave is required.</p>
Full-time Staff	Staff may use safe and sick time on a continuous or intermittent basis for the care and treatment of the employee and/or a family member and to seek assistance or take other safety measures if the employee or a family member may be the victim of any act or threat of domestic violence or unwanted sexual contact, stalking, or human trafficking.	<p>Sick time: Ten (10) sick days are earned each year.* Any unused portion may be carried over to the next calendar year and accumulated up to 60 days.*</p> <p>Safe leave: Forty (40) hours per calendar year of the sick and safe leave allowance can be used for safe leave for the employee and family members.* This balance is replenished at the start of each calendar year.</p>	<p>Supervisors: Required by law to keep and maintain records of the date and time of each instance of safe and sick time in consultation with the Employee Benefits Office (EBO). Related documentation should be submitted confidentially, without review, to the EBO. Must indicate safe and sick leave accurately on employees’ timesheets using the comments section on UIS timesheets.</p> <p>Staff: For absences of more than five (5) consecutive work days, staff is required to submit documentation from a licensed medical provider to the EBO indicating the existence of a need for sick leave and the date employee is “cleared” to return to work. In the case of more than five (5) consecutive work days of safe leave, reasonable documentation from a social services provider, attorney, law enforcement, clergy member, or notarized letter by the employee indicating the need for safe leave is required.</p>

**Other federal, state, and/or local laws may provide greater leave benefits. In the event of a conflict between the New York City Paid Safe and Sick Leave Law and laws that provide greater leave benefits, the laws providing greater leave benefits apply.*

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<p>Part-time and Per-Diem Administrators, Part-time Staff, Adjunct Faculty, Graduate Students, and Regular Student Workers who work for the University at least eighty (80) hours per calendar year</p>	<p>Eligible employees can use safe and sick leave on a continuous or intermittent basis for the care and treatment of themselves or a family member, and to seek assistance or take other safety measures if the employee or a family member may be the victim of any act or threat of domestic violence or unwanted sexual contact, stalking, or human trafficking. Employees cannot take accrued safe and sick leave until after one hundred and twenty (120) days of employment.</p>	<p>One (1) hour paid safe and sick leave is earned for every thirty (30) hours worked. Up to a maximum of forty (40) hours can accrue per calendar year.*</p> <p>Any unused portion carries over to the next calendar year, but no more than forty (40) hours may be taken in a calendar year.*</p>	<p>Supervisors: Required by law to keep and maintain records of the date and time of each instance of safe and sick time in consultation with the Employee Benefits Office (EBO). Related documentation should be submitted confidentially, without review, to the EBO. Must indicate safe and sick leave accurately on employees' timesheets using the comments section on UIS timesheets.</p> <p>Part-time and Per-Diem Employees, Adjunct Faculty, Graduate Students, and Regular Student Workers: For absences of more than three (3) consecutive scheduled work days, employees may be required to provide documentation. For safe leave, this would be reasonable documentation from a social services provider, attorney, law enforcement, clergy member, or notarized letter by the employee indicating the need for safe leave. For sick leave, documentation must be from a licensed medical provider and must attest to the existence of a need for sick leave and date the employee is "cleared" to return to work.</p>
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