



## **Sick Time Policy for Adjunct Faculty**

**Responsible Office:** Employee Benefits/Payroll Office

### **Scope**

This policy applies to adjunct faculty hired to work more than eighty (80) hours in a calendar year.

### **Policy**

Adjunct faculty hired to work 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. Adjunct faculty may not begin to use 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; a need for a medical diagnosis, care, or treatment of a mental or physical illness, injury, or condition; or a 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 due to a public health emergency, or when an employee needs to care for a child whose school or child care provider has been closed due to a public health emergency.

### **Procedures**

When an adjunct faculty member's need to use sick time is foreseeable, the University requires seven (7) days advance notice. When the need for sick time is not foreseeable, the University requires as much notice as possible.

If an adjunct faculty member's use of sick time results in an absence of more than three (3) consecutive work days, the adjunct faculty member may be required to provide documentation from a licensed health care provider establishing that the use of sick time was for a purpose authorized under the New York City Earned Sick Time Act. The failure to provide documentation may result in disciplinary action.

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, a sick time balance shall have no monetary value. If an employee is rehired within six months of separation, any previously accrued sick time that

was not used in the current calendar year will be reinstated and the 120-day waiting period will not apply.

**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 the [Office of Human Resources](#). Employees also have the right to file a complaint with the [NYC Department of Consumer Affairs](#).

**Notice of Employee Rights**

Click for more [information for employees](#) and to view the New York City Earned Sick Time Act's [Notice of Employee Rights](#).