Sick Time for Full-time Staff

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<th>Section: Time Off</th>
<th>Policy Number: 402B</th>
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<td>Responsible Office: HR/HR Services</td>
<td>Effective Date: 04/01/14</td>
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<td>Adapted from Policy #402, revised: 06/30/02; 11/20/03; 02/20/08</td>
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**Scope**
This policy applies to full-time staff. Staff employees on a Reduced Schedule are eligible for paid sick time on a prorated basis, depending on their schedule. Part-time staff should refer to policy #402C.

**Uses of Sick Time**
Beginning on January 1 of each calendar year, all regular full-time staff are granted paid coverage for sick time up to a maximum of 10 days per year 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.

Full-time staff may use up to two (2) of the 10 days of sick time coverage per year for special situations of a personal nature. See also policy #403, Personal Time. Where the need to use personal time is foreseeable, requests for personal days must be approved in advance by the supervisor. Where the need for personal time is not foreseeable, the University requires notice of the need for the use of personal time as soon as possible.

Any unused portion of sick time may be carried over to the following calendar year and accumulated to a maximum of 60 days. Sick time does not accrue during any period of unpaid leave. Upon separation from employment sick time balance shall have no monetary value.

**Procedures – Medical Certification**
A full-time staff employee who requires sick time for more than five (5) days or has demonstrated a pattern of frequent absences using more than five (5) days of sick time may be required to submit to the Benefits Office a medical certificate from his or her physician setting forth the nature of the illness or disability, the diagnosis and prognosis, and the expected return to work date. Similarly, medical certification may also be required to substantiate the illness of a family member if it causes the employee to be absent for more than five (5) days.
If a full-time employee who has been out on an extended sick leave of one month or more is released by his or her treating physician for part-time work, he or she may receive full-time pay for working half-time hours (3½ hours a day) for a period up to three (3) weeks. If the part-time hours extend beyond three (3) weeks, the employee must use any accrued paid leave balance or request leave without pay.

**Procedures – Continuation of Benefits**

Paid sick time provides continuation of a full-time staff employee’s salary and benefits during periods of absence from work for the purposes specified above. Paid sick time does not guarantee that the employee’s position will be held open during the period of absence or that the employee will be reinstated to active employment when the employee returns to work. When a full-time staff employee has exhausted leave under the FMLA, the University may recruit to fill the position or eliminate or restructure the position as the needs of the University dictate. (See policy #502 for Family and Medical Leave Act.) A staff employee who remains unable to work at the end of the FMLA-covered leave period may make a request for a Personal Leave of Absence (see policy #501; see also policy #103, Disabilities in the Workplace).

For work-related injury or illness, refer to policy #618, Worker’s Compensation. For injury or illness that does not arise out of or in the course of employment and extends beyond seven (7) calendar days, refer to policy #603, Short-term Disability.

Policy #810, Pregnant Workers Fairness, addresses employees’ needs for reasonable accommodations due to pregnancy or childbirth recovery.

**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.