NYC Earned Sick Time Act

March 1, 2014
Overview of NYC Earned Sick Time Act

- Goes into effect on April 1, 2014

- Earned Sick Time Act applies to employees who work in NYC and who work 80 hours or more in a year.

- This act does not pertain to College Work Studies.

- Employees can use accrued sick time after 120 days of employment effective July 30, 2014.
Under this Act, eligible employees:

- Accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum of 40 hours per year.
- Employees can carry forward earned but unused time from year to year up to a maximum of 40 hours.
- Can use the time for illness or preventative care of one’s self or one’s family members. *See FAQs for definition of family
- Can use the time for closure of an employee’s place of business or due to a public health emergency by a public official.
Overview of NYC Earned Sick Time Act – continued

• Can use 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.
• Employees who are terminated and are rehired within 6 months retain any accrued but unused sick time from prior Teachers College service.
• Sick balance is not paid upon termination.
• Staff covered by collective bargaining agreements are governed by the provisions of their respective contract.
# Guidelines for NYC Earned Sick Time Act

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<th>Sick Time Earned</th>
<th>Procedures For Reporting Time Taken</th>
<th>Tracking</th>
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<td>Salaried employees who submit leave reports</td>
<td>Pursuant to TC Policy</td>
<td>Must be taken in 3.5 hour increments</td>
<td>Online leave reports</td>
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<td>Salaried employees who do not submit leave reports</td>
<td>40 hours per year</td>
<td>Based on individual department practices</td>
<td>Based on individual department practices</td>
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<tr>
<td>Hourly paid employees</td>
<td>Accrue 1 hour for every 30 hours worked, up to a maximum of 40 hours per year</td>
<td>Must be taken in 1 hour increments</td>
<td>Report hours on time sheets</td>
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<td>• Part Time Professionals</td>
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<td>• Interim Employees</td>
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<td>• Administrative Fellows</td>
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FAQ’s

Q: How do I check my sick leave balance?
A: Please log on to MyTC Portal>TC Services>Payroll and Human Resources>Leave Balances

Q: Who can sign off on my time sheets in my supervisor’s absence?
A: Your supervisor should assign a proxy/proxies for themselves.

Q: Can I use sick time if TC is closed due to inclement weather?
A: Sick time can only be used in the event of a public health emergency as declared by the President of the United States, Governor of the State of New York or the Mayor of the City of New York.

Q: Who is a “family member”?
A: Family member shall mean an employee’s child, spouse, domestic partner or parent, or the child or parent of an employee’s spouse or domestic partner, siblings (including half-siblings, step-siblings and siblings related through adoption), grandchildren, and grandparents.

Q: How do I record family time?
A: Record the hours under ‘Sick Leave Usage’ on your time sheet.

Q: Is the sick time in addition to the sick time I already have?
A: No, however, starting July 30, 2014 you can use your current sick time accruals for additional reasons as defined in the act.

Q: Can I use accrued sick time for doctor’s visits?
A: Yes
• If you have questions, please contact your HR Generalist or the HR Front Desk at (212) 678-3175.