

# NYC Earned Sick Time Act

March 1, 2014

**TEACHERS COLLEGE**  
COLUMBIA UNIVERSITY

# 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.

# Overview of NYC Earned Sick Time Act – continued

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

Employment Category	Sick Time Earned	Procedures For Reporting Time Taken	Tracking
Salaried employees who submit leave reports	Pursuant to TC Policy	Must be taken in 3.5 hour increments	Online leave reports
Salaried employees who do not submit leave reports	40 hours per year	Based on individual department practices	Based on individual department practices
Hourly paid employees <ul style="list-style-type: none"> <li>• Part Time Professionals</li> <li>• Interim Employees</li> <li>• Administrative Fellows</li> </ul>	Accrue 1 hour for every 30 hours worked, up to a maximum of 40 hours per year	Must be taken in 1 hour increments	Report hours on time sheets

# 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.