

PAID SAFE AND SICK TIME and PAID PERSONAL DAYS

All full time and regular part time employees are entitled to paid safe and sick time accrued at the rate of one (1) hour of sick time for every thirty (30) hours worked up to forty-eight (48) hours of paid sick leave per calendar year.

In addition, all full time employees are entitled to paid personal days accrued at the rate of one (1) hour of personal time for every thirty (30) hours worked up to forty-eight (48) hours of paid personal leave per calendar year.

When accrued, paid sick and safe days and personal days may be used as whole days or half days (which are four hour periods).

Sick and safe time may be used in the following situations (or as otherwise provided by law):

- You or a member of your family for whom you are providing care or assistance with care has a mental or physical illness, injury or health condition;
- You or a member of your family for whom you are providing care or assistance with care needs to get a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition;
- You or a family member need to get preventive medical care; or
- A situation where you or an immediate family member is the victim of family offense matters, sexual abuse, stalking and human trafficking.

If you take paid sick leave for more than three consecutive workdays, the College may request documentation confirming your eligibility to take sick leave such as an attestation from a licensed medical provider supporting the existence of a need for sick leave, the amount of leave needed, and a date that you may return to work.

No employee shall be retaliated against for raising a complaint concerning sick time, and each employee is free to file a complaint concerning sick time with the HR Manager, the New York State Department of Labor or the NYC Department of Consumer Affairs.

If you have a serious medical condition that causes you to be absent, you may be eligible for an Employee Medical Leave of Absence. You should contact the Director of Benefits, HRIS and Compensation for more information on leaves of absence.

You are requested to notify your supervisor at least two hours prior to the start of your shift if you will need to take a sick/safe or personal day. If the need for leave does not permit you to give two hours' notice, you must advise your supervisor as soon as practicable.

Any accrued but unused personal time will convert to sick time at the end of each fiscal year.

Any accrued but unused paid sick time will carry over from one fiscal year to the next, up to a maximum entitlement of 120 sick days. However, accrued but unused paid sick time will not be paid out upon separation from employment.

Public Health Emergency

You may take paid leave if the College closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.