



YESHIVA UNIVERSITY'S SICK LEAVE POLICY

Yeshiva University is in compliance with the recent NYC Earned Sick Time Act which requires employers to provide the following notice to all current employees, as well as new employees at the commencement of their employment: [Notice of Employee Rights](#)

Yeshiva University currently has a generous sick leave policy; however, under NYC's Earned Sick Time Act, employees can now use up to forty (40) hours for the reasons described below. An employee's use of paid sick time under this Law automatically runs concurrently with use of paid sick time under any other applicable University policies. Anything beyond forty (40) hours is subject to the requirements under the University's sick leave policies.

This law requires that all eligible faculty and staff (who work more than 80 hours within a calendar year and 120 days after the commencement of employment) have the ability to accrue up to a maximum of 40 hours per calendar year in paid sick time, which can be used for:

1. An employee's own 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 preventative medical care.
2. Care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventative medical care. Family members are defined under the Act as an employee's child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or the child or parent of an employee's spouse or domestic partner.
3. Closure of an employee's place of business by order of a public official due to a public health emergency or such employee's need 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.

Who is governed by this Policy:

All Yeshiva University employees who work in New York City, and who work more than 80 hours within a calendar year (January 1 – December 31). Accruals will be added to the KRONOS system shortly for staff and student employees who were not previously entitled to sick leave under the University's regular sick leave policies.

Exclusions:

This policy does not apply to individuals excluded by the Act, such as employees who work fewer than 80 hours per calendar year; individuals covered by a collective bargaining agreement (i.e. SEIU 1199, NYSNA & APTA); students who work under Federal Work Study programs; and, individuals for hours worked by or through qualified scholarships.

Documentation:

For absences of more than three consecutive work days under this policy, University departments may require reasonable documentation signed by a licensed health care provider indicating the need for the amount of sick time taken. Employees are not required to specify the nature of their own or their family member's injury, illness or condition, unless requested in connection with concurrent leave under another applicable University policy, i.e. FMLA.

Advanced Notice:

Sick time used for medical and dental appointments should be scheduled with your supervisor or department at least seven (7) days in advance (except when emergency treatment is needed).

Accrual:

Eligible employees who are employed as of April 1, 2014 and who were not previously eligible to receive sick leave, including student employees, temporary employees and adjunct faculty members, will now accrue sick leave time at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year. For eligible employees hired after April 1, 2014, sick leave time under this policy will accrue starting on the respective date of hire. All other employees will continue to accrue sick leave time at the rate of one day per month, up to a maximum of 130 days; part-time employees who are eligible to accrue sick leave will accrue sick leave time on a pro-rated basis. Earned and unused sick time will carry over from one calendar year to the next, in accordance with applicable law. However, no more than 40 hours of sick leave can be used in any given calendar year for the reasons illustrated above. Please note that for most employee classifications the University's existing sick leave policies are more generous than that required under the new law.

An eligible employee may begin using sick time after accruing sick time under this policy for one hundred twenty (120) calendar days (or on July 29, 2014 for eligible employees who are employed as of April 1, 2014).

Please note that accruals will be added shortly to KRONOS for staff and student employees who were not previously entitled to sick leave under the University's regular sick leave policies.

Termination of Employment:

Any accrued but unused sick time under this policy will not be paid out upon termination. Terminated employees are not entitled to a reimbursement of unused accrued sick time.

Retaliation:

An Employer cannot retaliate against employees for requesting or using sick leave.

Record Keeping:

University departments must keep and maintain records documenting the sick leave reasons, forty hours (40) in compliance with the law, for at least three years. For Kronos users, please use the pay code, 'Sick Family' when using sick leave for the reasons noted in number 2 above. Academic areas that are not using the Kronos must track (manually or otherwise) the accrual and use of sick leave reasons, under this law, for all faculty (including adjunct) who meet the eligibility requirements.

All health related information must be kept confidential unless the employee permits the University to disclose their information or disclosure is required by law. All records must be made available to the New York City Department of Consumer Affairs upon notice.