



## YESHIVA UNIVERSITY'S SICK LEAVE POLICY

Yeshiva University is in compliance with the New York City Earned Safe and Sick Time Act and the New York State Paid Sick and Safe Time Law (Paid Safe and Sick Leave Laws) which require 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

In accordance with the Paid Safe and Sick Leave Laws, employees can use up to fifty-six (56) hours of sick and safe time for the reasons described below. An employee's use of paid safe and sick time under this policy automatically runs concurrently with use of paid sick time under any other applicable University policies. Anything beyond fifty-six (56) hours is subject to the requirements under the University's other sick leave policies.

Faculty and staff may accrue up to a maximum of fifty-six (56) hours of safe and sick leave per calendar year, 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.
4. An employee or an employee's family member may be the victim of any act or threat of domestic violence or unwanted sexual contact, a family offense, stalking, or human trafficking, and the employee needs to take actions necessary to restore the physical, psychological, or economic health or safety of the employee or their family members or to protect those who associate or work with the employee, including to:
  - Obtain services from a domestic violence shelter, rape crisis center, or other services program
  - Participate in safety planning, relocate, enroll a child in a new school or take other actions to protect their safety or that of their family members
  - Meet with an attorney or social service provider to obtain information and advice related to custody; visitation; matrimonial issues; orders of protection; immigration; housing; and discrimination in employment, housing, or consumer credit
  - File a complaint or domestic incident report with law enforcement or meet with a district attorney's office.
  - Enroll children in a new school.
  - Take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

### Who is governed by this Policy:

All Yeshiva University employees who work in New York State

**Exclusions:**

This policy does not apply to individuals excluded from coverage by the Paid Safe and Sick Leave Laws, such as 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 (3) consecutive workdays under this policy, the University may require:

- Employees who use sick leave must provide medical documentation signed by a licensed health care provider or other reasonable documentation.
- Employees who use safe leave must provide reasonable documentation by a signed agent of an organization, through which the employee received assistance; a member of the clergy, or an attorney; or a notarized letter from the employee explaining the need for the use of a safe leave.

In no event shall anything herein be construed as requiring an employee or an employee's health care provider to disclose details of the employee's or employee's family member's injury, illness, or condition that required the use of safe or sick leave, except as may be required by law.

**Notice Requirements:**

For safe and sick leave that is foreseeable (i.e. medical, dental, court appointments or any other scheduled service,) notice must be provided by the employee to his or her supervisor or department head at least seven (7) days in advance. If the need is unforeseeable, the University requests that employees give notice as soon as practicable.

**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:**

Employees begin to accrue safe and sick leave on their first day of employment. Eligible student employees, temporary employees and adjunct faculty members accrue sick leave time at the rate of 1 hour for every 30 hours worked, up to a maximum of 56 hours of sick leave per calendar year. All other employees will continue to accrue sick leave time at the rate of one (1) - 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 56 hours of sick leave can be used in any given calendar year 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.

**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.



**Yeshiva University**

**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 six (6) 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.

The University will keep all safe and sick leave-related information confidential unless the employee permits the University to disclose their information or disclosure is required by law. All records must be made available to any city or state agency that has responsibility for enforcing the Paid Safe and Sick Time Laws.