



Employee Paid Sick Leave

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.01 Policy Statement

Pace University provides eligible employees with paid leave in accordance with the New York City Earned Sick Time Act ("the NYC Sick Time Act"). Under this Act, eligible employees who are hired to work at the New York City Campus may accrue and use up to 40 hours of accrued paid sick time in a single calendar year in accordance with the provisions set forth below.

.02 Eligibility

This policy is applicable to employees who: (i) are hired to perform work at a location within the city of New York and (ii) who work 80 hours in a calendar year ("eligible employees").

Certain positions will accrue sick time based on credit hours (see section ".05 Accrual")

This policy does NOT apply to employees who work outside of New York City. This policy does not apply to Work Study Students, independent contractors, consultants, and other non-employees.

.03 Collective Bargaining

This policy will not apply to employees subject to a collective bargaining agreement in effect prior to April 1, 2014, until the date of the termination of the agreement.

For employees covered by a valid collective bargaining agreement that came into effect on or after April 1, 2014, the policy does not apply if the collective agreement expressly waives the law's provisions and the agreement provides a comparable benefit for the employees.

This policy is not intended to, nor shall it be interpreted to, conflict with any portion of a collective bargaining agreement. Employees are referred to the terms of their collective bargaining agreements for usage and exceptions of the Paid Sick Leave Policy.

.04 Effective Date

Eligible employees will begin to accrue paid sick time under this policy on April 1, 2014. However, currently employed eligible employees will not be able to use any paid sick time accrued under this policy until July 30, 2014; new eligible employees will not be able to use any accrued sick time until 120 days after the commencement of employment, or July 30, 2014, whichever is later.

.05 Accrual

Employees that receive paid time off (vacation and personal time) or are not subject to a reduction in salary due to time off taken for reasons in section .06 will not accrue sick time.

All other eligible employees accrue one hour of paid sick time for every 30 hours actually worked by the employee (accrual does not occur during paid or unpaid time off), up to a maximum of 40 hours paid sick time at their regular rate of pay per calendar year. For purposes of this policy, "calendar year" is defined as a regular and consecutive twelve-month period from January 1 through December 31 of each year.



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Paid sick time does not accrue during holiday or any time that a location is closed due to a public disaster.

Eligible employees who have accrued, but unused sick time at the end of a calendar year may carry over the accrued, unused sick time to the next calendar year, but irrespective of any carry-over, still may only use up to 40 hours of paid sick time in any single calendar year. Eligible employees will not be paid for any accrued, unused sick time at the end of the calendar year, or at the time of termination, resignation, retirement or other separation from employment.

If an eligible employee is internally transferred to another school/department located within the City of New York, the employee can carry-over and use any accrued, unused sick time from the prior school/department. If an eligible employee is transferred to one of the Westchester County campuses, the employee will no longer be entitled to accrue or use any accrued sick time while at that location; however, if an eligible employee is subsequently transferred back to a New York City campus, the employee's previously accrued time will be reinstated, and the employee will be able to use it after the transfer, so long as the employee continues to meet all other eligibility criteria.

An eligible employee who is separated from employment, but is rehired by Pace University within 6 months of their separation will have their previously accrued, unused sick time reinstated. The employee will begin accruing sick leave immediately and will not have a waiting period before they can use their accrued leave.

.06 Use

Eligible employees may use up to 40 hours of accrued, paid sick time for absences from work during any single calendar year (January 1 – December 31) for any of the following reasons:

- 1) The 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 need for preventative medical care;
- 3) Closure of the assigned place of business by order of a public official due to a public health emergency.
- 4) The employee's need to care for their child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

For purposes of this policy, family member means an employee's child (biological, adopted, or foster child, a legal ward, or a child of an employee who has legal standing as parent of the child), spouse, domestic partner, parent, sibling (including half sibling, step sibling, or sibling related through adoption), grandparent, or grandchild, or the child or parent of an employee's spouse or domestic partner. ("Domestic partner" is defined for purposes of this policy as any person who has a registered domestic partnership.)

Eligible employee may determine how much accrued sick time they need to use for any of the reasons listed above, but an employee must use a minimum of 4 hours of accrued sick time during any qualified absence.

Absence for illness exceeding the amount of accrued sick leave will be considered leave without pay. Persons who have leave without pay status do not accumulate sick leave while in that status. With prior approval from supervisors, employees needing to use sick leave may offset the



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length of their absence by a temporary change in the employee's work schedule **within the same work week**. An adjunct professor may work such additional credit hours at any time during the applicable academic term.

An eligible employee who uses paid sick time for any reason other than one of the reasons listed above may be subject to appropriate disciplinary action.

Written Documentation: When an eligible employee uses paid sick time for any of the reasons set forth above, the employee must provide their manager with written confirmation that the employee used sick time pursuant to this policy, which must include how many accrued hours were used. It is the employee's responsibility to indicate that eligible sick time is being used.

Reasonable Notice: Supervisors may establish procedures in their departments regarding notification of need for sick leave consistent with this policy and employees are expected to comply with those requirements. An eligible employee must give their manager 7 calendar days' notice of the absence where the need for sick leave is foreseeable. If the need for the sick leave is not foreseeable, the employee must promptly notify their manager as soon as the need for the leave arises. Eligible employees should ensure that their supervisor is notified each day the employee will be absent.

Medical Documentation: Where an eligible employee is absent for more than three consecutive work days due to their own injury, illness or medical condition or for the treatment, or the injury, illness, or medical condition or treatment of a family member, the employee must provide documentation from a licensed health care provider indicating the need for, and amount of sick time taken. (An employee is not required to specify the nature of the employee or family member's injury, illness or condition, unless otherwise required by law.) Details relating to an eligible employee or a family member's medical condition will be kept confidential.

This policy will be administered in accordance with the New York City Earned Sick Time Act.

07 Non-Retaliation

The University will not in any way retaliate against an employee for exercising or attempting to exercise his/her rights under the NYC Sick Time Act. These rights include (but are not limited to):

- Using paid sick leave.
- Informing an employer, union or legal counsel about alleged violations of the Act.
- Filing a complaint about alleged violations of the Act.
- Participating in an investigation of alleged violations of the Act.
- Informing other employees of their rights under the Act.

.08 Contact

Human Resources
100 Summit Lake Drive
Valhalla, NY 10595
914-923-2730

This policy may be amended periodically as determined by the University.