

What the NY Paid Sick Leave Law Means for Faculty

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Available Time

No change to the amount of sick leave available to you

Salaried faculty may continue to use sick leave as needed with no impact to their pay. The new law does not restrict or reduce the current flexibility of sick leave. Hourly-paid faculty are also now eligible for sick leave.

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Expanded Use

Expanded allowable reasons for use of sick leave

Use sick time to take care of issues related to illness, injury, domestic violence, or medical care for yourself or qualifying family members, including spouses, domestic partners, children, parents, siblings, grandparents, and grandchildren.

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Recording Sick Leave

Record sick leave in HRMS

The University is now required to provide to you, upon request, a summary of the sick leave you've used. In order to meet this requirement, we ask that you record your sick leave in HRMS (Rochester.edu/hrms) for instances when work is not otherwise accomplished at another time. Some departments may offer the option to record leave for you through a designated department administrator. Please check with your faculty leader to see if this option is available.

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We're here to help!

Please contact your faculty leader, chair, chief, or dean or ASK-URHR (585-275-8747) with any questions.

NY Paid Sick Leave Law

Frequently Asked Questions

Will I have a bank of sick leave?

No, faculty do not have a defined amount/limit of sick leave and this will not change with the new law. You will continue to be able to take leave as needed and will not have a specific bank or balance to manage. NYS has established a minimum threshold of sick leave that must be available. It is protected time that can not be required to be made up, taken as vacation, questioned, declined, or result in an impact to the individual's performance assessment or compensation.

Effective January 1, 2021, hourly-paid TAR faculty are eligible for up to 56 hours of paid sick leave each year, based on hours worked. These faculty members began to accrue paid sick leave on September 30, 2020, which will be available for use beginning in January. Accruals are based on a calculation of one hour of sick leave for every 30 hours worked, up to a maximum of 56 hours of paid sick leave.

Why do I have to record my sick leave?

Under the new law, the University is required to provide to faculty and staff, upon request, a summary of the protected sick leave that has been used. In order to meet this requirement, we ask that faculty and staff record their sick leave in HRMS. Faculty also have the option to review a summary of their sick leave in HRMS at any time.

Do I have to record sick leave if I make up that time at another time?

No. Only sick leave when you are fully away from work needs to be recorded. When work is accomplished at another time (i.e., extending work time on another day), sick leave doesn't apply.

How do I record sick leave?

We ask that you log your sick days in HRMS at Rochester.edu/hrms. Some departments may offer the option to record leave for you through a designated department administrator. Please check with your faculty leader to see if this option is available.

To record leave yourself, visit HRMS at Rochester.edu/hrms. Log in with your NetID and password. You will need to be on the University server or use VPN with DUO to access HRMS.

Under Quick Links, on the top left of the Home screen, access Time Entry–Employee. Find the appropriate day you are recording sick leave and select SIK in the column marked TRC (Time Reporting Code). Then designate the number of hours you are reporting for sick leave in the next column marked “Amount/Hours.” Repeat this process for any other sick leave in the pay period and then click Save at the bottom of the page.

If you need assistance with your NetID or password, contact either University IT at (585) 275-2000 or univithelp@rochester.edu or Med Center ISD at (585) 275-3200 or HelpDesk_ISD@urmc.rochester.edu.

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Frequently Asked Questions

Are there examples of scenarios that sick leave applies to?

Yes, below are some examples of situations when sick leave should or should not be entered into HRMS:

Example 1

I'm a faculty member in AS&E and have taken 4 days of sick leave in the past month. Can my faculty leader talk to me about excessive use of sick time?

No, the sick leave is protected under New York State's Paid Sick Leave Law. You have 56 hours of sick time available as protected time that you have not used. As a result, you cannot be disciplined or retaliated against or suffer any negative outcome for using this protected time. However, your faculty leader can talk to you about how best to cover your time away if needed.

Example 2

I'm a research faculty member who was out sick on Tuesday and missed a department meeting. Can my Chair or Faculty Leader inquire about the details related to my sick leave?

No, you do not have to provide details or any documentation related to the reason for your sick leave. You only need to notify your department that you have used a sick day per departmental call-in procedures.

Example 3

I'm a faculty member with an ill parent and need to be out of work for 3 of 5 days this week. I am not able to otherwise make up the time. Do I report this as sick time? What do I do if my faculty leader suggests I go at another time?

A leader may not tell an employee that they can't use their protected time or negatively impact them in any way for using this time. This time would be reported as sick leave if the faculty member is not otherwise able to make up the time.