

What the NY Paid Sick Leave Law Means for Medical Center Staff with PTO

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Available Time

No change to the combined amount of leave (PTO and vacation) available to you

Full-time staff and part-time staff who work 33 or more hours weekly will receive 56 hours of PTO at the beginning of each calendar year. Part-time staff who work less than 33 hours weekly will receive a balance based on their standard hours at the start of their first full pay period of the calendar year. This is calculated at 1 hour of PTO for every 30 hours worked. In addition, they will receive 1 hour for every 30 hours worked above their standard scheduled hours, up to a maximum 56 hours.

Two days of vacation will be converted to PTO. A day is 1/5 of your standard scheduled weekly hours. These two days can still be used for vacation but will now be available in your PTO bank to allow for more flexibility, to be used as unplanned protected time.

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Expanded Use

More flexibility and expanded allowable reasons for use of PTO

Use PTO 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. You may also use it for vacation.

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Recording PTO

No change to how you record PTO

Follow the existing call out and time reporting procedures within your department. Discuss any questions with your supervisor.

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We're here to help!

Please contact your supervisor or ASK-URHR (585-275-8747) with any questions.



UNIVERSITY of
ROCHESTER

NY Paid Sick Leave Law Frequently Asked Questions

How much PTO will I get?

Staff will receive a PTO bank based on their standard scheduled hours per week. Full-time staff and part-time staff who are hired to work 33 or more hours per week will receive 56 hours of PTO in a calendar year. Part-time staff who are hired to work less than 33 hours per week will receive a bank based on their standard hours and 1 hour for every 30 hours worked above their standard scheduled hours up to a maximum of 56 hours in a year.

What is happening to my vacation?

Although the combined amount of leave time—vacation and PTO—will not change, the University is converting 2 days of vacation to PTO. A day is 1/5 of your standard scheduled hours per week. Under the new legislation, employees are guaranteed a certain amount of job-protected time based on their hours worked. For the purposes of sick leave, PTO is considered protected time, while vacation is not. This change will allow for more flexibility as it will now be eligible to be used as unplanned time. These days are still available to use as vacation but will now also be available for use as unplanned PTO leave.

Will I still be able to receive a payout of unused PTO leave at the end of the year?

Full-time or part-time employees with standard hours of 33 or more who have PTO balances at the end of the plan year and who are in a status to receive 56 hours of paid sick leave in the 2022 PTO plan year will be eligible for a payout. Part-time employees who work fewer than 33 hours per week will not reach the 56 maximum hours of PTO and the new legislation requires that we roll over their remaining PTO to the following year. They will not be eligible for a payout. Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

Will I be paid my unused PTO balance if I leave the University of Rochester?

Yes, for employees with 6 months or more of service, unused PTO up to 56 hours may be paid out when you leave the University.

If I retire but remain at the University in a TAR role will I be eligible for a PTO payout?

No, because you have continuous employment your balance will transition to the TAR sick plan and you will continue to earn sick time based on that plan. See Policy 337: Sick Leave Plan.

PTO Bank by Standard Weekly Hours

Under the new law, 1 day of PTO is accrued for every 30 hours worked, up to a maximum of 56 hours.

Calculating Annual PTO

To calculate what your annual bank of PTO will be, multiply your standard weekly hours by 52 (weeks per year). Divide this number by 30 (the number of hours needed to earn one day of PTO).

Example

20 Standard Weekly Hours
 20 hours X 52 weeks =
 1,040 hours worked in a year
 1,040 hours worked in a year
 divided by 30 =
 34.67 hours of PTO

Standard Weekly Hours	PTO Entitlement prior to 2021	PTO Entitlement 2021 and after
40	40	56
39	39	56
38	38	56
37	37	56
36	36	56
35	35	56
34	34	56
33	33	56
32	32	55.47
31	31	53.73
30	30	52.00
29	29	50.27
28	28	48.53
27	27	46.80
26	26	45.07
25	25	43.33
24	24	41.60
23	23	39.87
22	22	38.13
21	21	36.40
20	20	34.67
19	19	32.93
18	18	31.20
17.5	17.5	30.33