

What the NY Paid Sick Leave Law Means for **Full-time and Part-time Staff with Sick Leave**

1



Available Time

No change to the amount of sick leave available to you

2



Expanded Use

Expanded allowable reasons for use of sick leave

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

3



Recording Sick Leave

Record sick leave in HRMS

Residents will continue to use MedHub

You should follow your department's current procedure for reporting and recording sick leave. If you have questions, please contact your manager.

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We're here to help!

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



NY Paid Sick Leave Law

Frequently Asked Questions

Why do I have to log my sick leave?

Under the new law, the University is required to provide to employees, upon request, a summary of the sick leave they have used and how much is available. In order to meet this requirement, we ask that employees record their sick leave in HRMS. Employees also have the option to review a summary of their sick leave usage in HRMS at any time. Residents will continue to record time in MedHub.

Do I have to record leave with the HRMS code if I make up that time during the same work week?

A discussion should be held with your supervisor to understand the options of flexible scheduling that may apply to your department.

How do I record sick time in HRMS?

For employees who report their hours in HRMS please follow the instructions below. For employees who use Kronos or Webclock or where a time keeper/Supervisor enters your leave, please see your manager for procedures for recording your sick leave.

To enter via Time Entry, 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. In the column marked TRC (Time Reporting Code), select the SIK or SIC code (only one of these options will appear, depending on whether you are hourly paid or salaried). 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.

Residents will continue to use MedHub to track their leave time.

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

NY Paid Sick Leave Law

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 am an hourly paid staff member in a business office. I need to leave work two hours early on Monday to take my daughter to a doctor's appointment. I would like to work two hours later than usual on Thursday to make up the time. How should I record my time?

With approval from your supervisor, you can make up his time on Thursday. You should simply record the exact hours you work in HRMS. There is no need to record any sick leave/PTO.

Example 3

I am an exempt employee in the finance office. I need to miss half a day to take care of my mother, who is ill. How should I record my time?

Since you are an exempt employee, if you miss 4 hours or more of work for your mother's illness, you could record 4 hours of sick leave in HRMS. Alternatively, you can also make up that time during the week if it is okay with your supervisor, and then would not need to record the sick time.

Example 2

I am an exempt employee in the ISD department. My child gets sick at school, and I must leave work two hours early to pick him up. How should I record my time?

Since you are an exempt employee, you would not need to record sick leave that is less than 4 hours.

Example 4

I am a Time-As-Reported receptionist. I am scheduled to cover the desk outside my clinic from 8 a.m. to 11 a.m. on Wednesday but am not feeling well and call out sick. How should I record my time?

Since you are scheduled for a specific shift and your manager doesn't have another available shift to offer, you won't be able to make up your time later in the week. You should follow department protocol to call out and notify your timekeeper of your absence so that it can be recorded as sick leave.