What the NY Paid Sick Leave Law Means for
Newly Eligible TAR Staff, Strong Staffing, and Students

1

Available Time

You are now eligible for sick leave

You will accrue sick leave in the amount of 1 hour for every 30 hours worked. Employees can use up to of 56 hours per year.

Under the new law, employees will receive a bank of sick leave in January which is based on hours worked from September 30, 2020, through December 31, 2020.

2

Expanded Use

Allowable reasons for use of sick leave

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.

3

Recording Sick Leave

Record sick leave in HRMS

Follow the call-out procedures within your department and discuss the department's time-reporting procedure with your manager.

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We're here to help!

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

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NY Paid Sick Leave Law
Frequently Asked Questions

Will I have a bank of sick leave?

Yes, you will earn 1 hour of sick leave for every 30 hours worked. You will be eligible to use up to 56 hours in a calendar year (if earned). Any unused time or time earned over 56 hours will roll over to the following year. You will receive a beginning balance based on hours worked from September 30 through December 31, 2020.

Why do I have to record 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 all employees record their sick leave in HRMS. If there are any questions about how to record sick leave, employees should check with their manager. Employees also have the option to view a summary of their sick leave balance in HRMS in January.

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 that may be available in your department.

How do I record sick leave 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 time, please see your manager for procedures for recording your sick time.

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.

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.

Can I receive a payout of unused sick leave at the end of year or if I leave the University?

No, unused sick leave will roll over to the following year and will not be eligible for payout when you leave the University.

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