

Student Employment -NY State Sick Leave Law (NYSSL) Summary

Overview	<p>Beginning January 1, 2021, the New York State Sick Leave Law requires employers with 100 or more employees to provide protected, paid sick time, of no less than 1 hour for every 30 hours worked up to 56 hours per year to all employees.</p> <p>Policy 337 provides details regarding eligibility and procedures related to sick leave entitlement under the NY State Sick Leave Law.</p>
Student Worker Eligibility	<p>All students employed through the Student Employment Office (Undergraduate and Graduate Students)</p> <p>Students with multiple Student Employment jobs will be eligible to earn sick time on all hours worked across all jobs through Student Employment.</p> <p>Students with multiple jobs that include Graduate ‘add-on’ jobs will be eligible to earn sick time on all hours worked across all jobs through Student Employment and graduate ‘add-on’ jobs.</p> <p>Graduate appointments paid as a stipend as part of a student’s academic pursuits are not considered employment and sick time is not applicable to these appointments.</p>
Sick-time Use	<p>Sick time may be used to address illness, injury, medical care or to take care of issues related to domestic violence for one’s self or a qualified family member.</p> <p>Qualified family member includes; child, spouse/domestic partner, parent, sibling, grandchild/parent and child or parent of the employee’s spouse/domestic partner. Child or parent relationships include: biological, foster, step/adoptive, legal guardian/ward and loco parentis.</p>
Reporting	<p>Student employees must follow departmental procedures for reporting scheduled or unscheduled sick time.</p> <p>Sick time must be logged into the HRMS time and labor panel when student worker is unable to work his or her scheduled hours using the ‘SIC’ code. (link to instructions). Sick time cannot be used on a shift unless the student was scheduled to work that shift.</p> <p>A report will be available in HRMS self service (path way) to show sick time hours earned and used.</p> <p>Sick time (if available) should be used for the first seven calendar days of a disability or work-related injury/illness (workers compensation) and may be used to supplement time while on Paid Family Leave or Workers Compensation.</p>
Termination or Transfer	<p>When a student worker ends employment, sick time balances will not be paid out. Sick time should not be entered on shifts where the student is not scheduled as a means of paying out the sick time balance. Time keepers should not approve sick time that is not associated with a schedule work day.</p> <p>If a student worker ends their student job and is hired into another eligible position (Faculty, Staff, Postdoctoral Appointment, Resident/Fellows) without a break in employment, the sick time balance will roll into the new sick plan for that position.</p>
Academic Leave	<p>Students who are considering a leave should also discuss the availability of other academic leave options with an Academic Advisors in the College Center for Advising Services, Lattimore 312.</p>