



EARNED SICK TIME POLICY

PURPOSE

The purpose of this policy is to explain the application of the New York State and New York City Earned Sick Time Act to Long Island University's employees. The University complies with the Act by providing eligible faculty and staff the ability to accrue up to a maximum of 56 hours per calendar year in paid sick time, and the ability to use sick time immediately, which can be used for illness or preventive care of one's self or one's family members (defined under the Act to mean the employee's child (biological, adopted, or foster child; legal ward; child of an employee standing *in loco parentis*), grandchild, spouse, domestic partner, and sibling (including a half, adopted, or step sibling), parent, or the child or parent of an employee's spouse or domestic partner).

Linked here are both the New York State and New York City laws:

<https://www.ny.gov/programs/new-york-paid-sick-leave>

<https://www1.nyc.gov/site/dca/about/paid-sick-leave-law.page>

STATEMENT OF POLICY

For all Long Island University employees, sick leave must be accrued at a rate not less than one hour for every thirty hours worked. Any earned, but unused, sick time under this policy will be carried forward from year to year; however, a maximum of 56 hours of accrued time under this Act can be used in any given calendar year (though an employee may be eligible for additional paid leave under other University policies).

Long Island University does not pay out unused sick time under this policy at termination. Finally, this policy is not intended to, nor shall it be interpreted to, conflict with any portions of an employee's collective bargaining agreement. Employees are referred to the terms of their collective bargaining agreements for usage of sick time.

Some exclusions from this policy and special situations apply:

- The policy excludes federal work-study students, independent contractors, individuals whose work is compensated by qualified scholarship programs, participants in Work Experience Programs.
- The law does not apply to employees covered by a valid collective bargaining agreement that was in effect on April 1, 2014 until that collective bargaining agreement terminates. For employees covered by a collective bargaining agreement that came into effect or renewed after April 1, 2014, the law does not apply if the collective bargaining agreement expressly waives the law's provisions and the agreement provides a comparable benefit to employees, such as paid time off. Otherwise, the law applies to these employees.

PROCEDURES

See *Earned Sick Time Procedures*.

POLICY TYPE: OPERATIONS