

**Pace University Paid Sick Leave**

## Human Resources

### Paid Sick Leave

The purpose of this policy is to explain the application of the Pace University Paid Sick Leave Policy as it complies with the New York State Paid Sick Leave Law and New York City Paid Safe and Sick Leave to Pace University's employees. This policy assists these groups in understanding their eligibility for paid sick leave by defining eligibility and other criteria associate with its use.

Individuals who receive an IRS Form W-2 from the University and who are not otherwise covered under full-time benefits coverage, or a collective bargaining agreement, are eligible to accrue paid sick leave under this policy. New York State Paid Sick Leave Law and New York City Paid Safe and Sick Leave applies to temporary, casual, and academic employees. Students, undergraduate and graduate, who receive a W-2 from the University are covered under this statute.

Full-time staff employees will continue to utilize the current vacation or paid sick time off for their own personal illnesses.

Full-time staff employees who require time off to care for family members or who need time off for any of the safety provisions stated below may utilize their vacation days for such purposes.

Full-time faculty should consult with Pace University Faculty Handbook.

***This policy does NOT apply to Federal Work-Study Students, independent contractors, consultants, and other non-employees.***

This policy will not apply to employees subject to a collective bargaining agreement in effect prior to September 30,2020, until the date of the termination of the agreement.

For employees covered by a valid collective bargaining agreement that came into effect on or after September 30, 2020 the policy does not apply if the collective agreement expressly waives the law's provisions and the agreement provides a comparable benefit for the employees.

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**Full-time employees that receive paid time off (vacation time) or are not subject to a reduction in salary due to time off taken for reasons in section .06 will not accrue sick time.**

Eligible employees accrue one hour of paid sick time for every 30 hours actual

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An eligible employee may determine how much accrued sick time they need to use for any of the reasons listed above, but an employee must use a minimum of 4 hours of accrued sick time during any qualified absence.

Absence for illness exceeding the amount of accrued sick leave will be considered leave without pay. Persons who have leave without pay status do not accumulate sick leave while in that status. With prior approval from supervisors, employees needing to use sick leave may offset the length of their absence by a temporary change in the employee's work schedule within the same work week.

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The University will not in any way retaliate against an employee for exercising or attempting to exercise his/her rights under this policy. These rights include (but are not limited to):