

9/15/2022

Dear Student Employee,

We are writing to notify you of a change to the College's procedure for providing paid sick leave to student workers in accordance with New York Paid Sick Leave. As in previous semesters, you will see an option for "sick" time in TimesheetX, the College's time tracking system for student workers. The purpose of this category is to provide student workers accrued NYS Paid Sick Leave time off to use when illness, injury or safety concerns render a student worker occasionally unable to come to work.

Student employees earn 1 hour of paid sick leave for every 30 hours worked, which can be used for any of the reasons set forth below.

Sick time may be used for the following reasons:

Sick Leave:

- For your own or a family member's mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave (including recovery from any side effects of the COVID-19 vaccination/booster); or
- For the diagnosis, care, or treatment of your own or a family member's mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave:

- For an absence from work when you or a family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of you or your family members;
 - to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - to file a complaint or domestic incident report with law enforcement;
 - to meet with a district attorney's office;
 - to enroll children in a new school; or
 - to take any other actions necessary to ensure the health or safety of you or your family member or to protect those who associate or work with you.

For the fall semester, each student employee will earn four (4) hours of NYS paid sick leave in total, inclusive of student jobs you may have. Student workers who are unable to come to work because of one of the reasons set forth above must notify their supervisor before the beginning of their scheduled start time.

Students may have additional unused sick leave accrued for prior work at Skidmore, calculated as 1 hour accrued for every 30 hours worked since October 2020. You can refer to your final Oracle pay slip of each time period (semester(s) and summer), as applicable to Skidmore your work history, for the cumulative hours worked and any sick leave previously paid. If you have additional paid sick leave available and need to be absent from work due to one of the reasons set forth above, you may enter

this time as sick time. Otherwise, time off requests in excess of 4 hours per semester will be considered unpaid time off and should not be entered as “sick time” on your timesheet.

Skidmore College will not retaliate against any employee, including student workers, in using paid sick time in accordance with these procedures.

We wish you a healthy and productive semester.

Sincerely,
Student Employment