

9/15/2022

Dear Supervisors of student employees,

As you may know, New York's Paid Sick Leave law established the right to paid leave for employees in New York. This includes our student employees who are paid on an hourly basis. The information below is provided as interim guidelines for supervisors as Payroll, Human Resources and Student Employment continue to work on an efficient mechanism for tracking accruals and paid leave time.

Under the legislation and its provisions, student employees earn up to 1 hour of paid sick leave per 30 hours worked accruing up to a total of 56 paid sick leave hours per calendar year. Paid sick leave can be used for:

- Personal or family member's mental or physical illness
- Diagnosis, care, or treatment of personal or family member's mental or physical illness,
- Absences related to domestic violence, family offenses, sexual offenses, stalking, and human trafficking.

Process for 2022-2023 academic year:

To simplify this information for supervisors and students, please consider that **students are eligible for four (4) hours of NY Paid Sick Leave per semester as of the start of the semester.** (Calculated as \$1300 in maximum student earnings per semester = ~100 hours of work/30 hours = ~4 hours of paid time available.) Students may thus use up to 4 hours of paid sick leave per semester and will enter this time as "sick" time in the TimesheetX timekeeping system. The total is 4 hours per semester regardless of the number of positions they may hold.

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. Students can refer to their final Oracle pay slip of each time period (semester(s) and summer), as applicable to their Skidmore work history, for their cumulative hours worked and any sick leave previously paid. If students have additional paid sick leave available and need to be absent from work due to one of the reasons set forth above, they 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 approved as "sick time" on the student's Timesheet.

Details:

- Students in a non-exempt (hourly) position will accrue at a rate of 1 hour earned per every 30 hours worked, up to a maximum accrual of 56 hours per *calendar year*.
- The maximum number of hours a student may be paid under NY paid sick leave is 56 hours per *calendar year*.
- Pay is available in 1-hour increments and would cover only regularly scheduled work hours. This pay is not included in overtime pay calculations.
- Unused accrued time carries over to the next calendar year, but for each calendar year the maximum amount of paid time a student employee can receive is 56 hours.
- Supervisors cannot ask for a medical diagnosis or any specific medical information. If supervisors are unclear about what constitutes a reasonable inquiry relative to managing medically related absenteeism, they should consult Laura Goodwin in Human Resources.
- After an individual has been absent for three consecutive days or work shifts, supervisors can require medical or other verification in connection with the use of sick leave. They can require verification in the form of an attestation from the student worker or their health care provider

supporting the existence of a need for sick leave, the amount of leave needed and a date that the student worker can return to work.

- Students will be notified that paid sick leave for the fall semester will be 4 hours and the procedure for requesting additional paid sick leave if they have additional accrued, unused paid leave.
- Skidmore College will not retaliate against any employee, including student workers, in using paid sick time in accordance with this procedure.

We anticipate updating these guidelines when we can update the process for the calculation of accruals and balances.

Please let us know if you have any questions.

Sincerely,
Student Employment