

New York City Paid Time Off and Sick Leave Protocol

1. Scope

The purpose of this protocol is to comply with the New York City Earned Safe and Sick Time Act. This protocol applies only to employees of Carnegie Mellon University who work at least 80 hours per calendar year within the City of New York, NY. For purposes of this protocol, a calendar year begins on the first day of the month coinciding with or following the employee's date of employment and ending one year later.

2. Paid Time Off

Full time staff members working within the City of New York receive Paid Time Off (PTO) in accordance with the university's [Paid Time Off Policy](#) and the [Staff Handbook, Volume III, Section 7](#).

The following additional PTO rules apply to full-time staff members who work at least 80 hours per calendar year in the City of New York.

- a. If an employee is on a leave of absence on the first day of a month, PTO accrual for that month will be calculated at the rate of one hour of PTO for every 30 hours worked.
- b. When an employee's status changes from full time to part time, the employee's accrued PTO balance will be converted to Sick Leave under Section 3 below. The amount of Sick Leave credited to the employee at the time of transition from full-time to part-time employment will be calculated at the rate of one PTO day to 7.5 hours of Sick Leave, up to a maximum of 40 hours of Sick Leave. After this conversion, any remaining accrued, unused PTO will be paid to the employee in the employee's final full-time pay check.

With these rules, the university's PTO Policy is compliant with the New York City Earned Safe and Sick Time Act.

3. Safe and Sick Leave

a. Eligibility and Accrual

Employees who are not eligible to receive PTO under Section 2 above shall accumulate one hour of paid safe and sick leave ("Sick Leave") for every 30 hours worked, up to a maximum of 56 hours of accrued Sick Leave per calendar year. Sick Leave may only be earned for hours worked within the City of New York. Hours worked outside the City of New York are not counted for purposes of calculating Sick Leave accrual.

Sick Leave shall begin to accrue on April 1, 2014, or upon the commencement of employment, whichever is later, and an employee shall be entitled to begin using Sick Leave on the 120th calendar day thereafter.

b. Use of Sick Leave

Sick Leave may only be used by employees who work are assigned to work in the City of New York. Sick Leave cannot be used for periods of time that an employee is assigned to work outside the City of New York.

Employees should refer to the [New York City Paid Safe and Sick Leave webpage](#) for the permitted use of Sick Leave.

Where such need is foreseeable, employees should provide reasonable advance notice of the intention to use Sick Leave, but in no event shall such notice be required more than seven days prior to the date such sick leave is expected to begin. Where such need is not foreseeable, employees are encouraged to provide notice of the need for the use of Sick Leave as soon as practicable. Employees shall, in good faith, determine how much earned Sick Leave they need to use, except that the minimum increment for the use of Sick Leave is one hour per day.

For an absence of more than three consecutive work days, the university may require reasonable documentation of the need for Sick Leave. Documentation signed by a licensed health care provider indicating the need for the amount of Sick Leave taken shall be considered reasonable documentation and, unless required or permitted by federal, state, or local law, the university shall not require that such documentation specify the nature of the employee's or the employee's family member's injury, illness, or condition.

Employees are encouraged to keep records of their Sick Leave earned and used. Supervisors or other designated persons in the department should also maintain records of Sick Leave.

c. Carry-Over of Sick Leave

Up to 56 hours of Sick Leave that is earned but not used may be carried over into the following calendar year.

d. Conversion of Sick Leave

Employees shall not be paid for unused Sick Leave upon separation from the university.

Employees who transition to a full-time staff position that is eligible for PTO will cease earning Sick Leave. In such cases, any accrued but unused Sick Leave will be converted to PTO. Sick Leave will be converted to PTO at the rate of one PTO day for 7.5 hours of Sick Leave.