

Fiscal Year Accrual Schedule and Other Information for NYC Paid Safe and Sick Time:

Employment Category	NYC Paid Sick/Safe Time Earned	Additional Notes	Tracking
Full time academic officers including officers of instruction, officers of research, and officers of the libraries.	40 hours per year (included in 6-month salary continuation plan)	If an officer of instruction chooses to make up for lost time in lieu of using paid sick time, missed class time can be made up at any point in the current semester, based on mutual agreement between the faculty member and Department Chair.	Based on individual department practices.
Part time academic officers including officers of instruction, officers of research, officers of the libraries, and student officers.	40 hours per year	If an officer of instruction chooses to make up for lost time in lieu of using paid sick time, missed class time can be made up at any point in the current semester, based on mutual agreement between the faculty member and Department Chair.	Based on individual department practices.
Full time officers of administration including regular officers, 11- month officers, and temporary officers whose appointment period is 4 months or greater.	40 hours per year (included in 6-month salary continuation under Medical Leave of Absence policy)	Must be taken in a minimum increment of 4 hours per day, and in 30-minute intervals for time above 4 hours. A maximum of 40 hours can be used in a year.	Earned sick time will be tracked on the <i>Tracking Full-Time Officer Time-Off</i> worksheet.
Part time officers of administration including all officers whose standard hours are less than 35 hours per week, participate in the 9-month or 10-month employment program, or who have a full-time temporary assignment for less than 4 months.	40 hours per year	Must be taken in a minimum increment of 4 hours per day, and in 30-minute intervals for time above 4 hours. A maximum of 40 hours can be used in a year.	Earned sick time will be tracked on the <i>Part-Time Officer Time-Off</i> worksheet.
Variable-hour officers	1 hour for every 30 hours worked, up to a maximum of 40 hours in a year	Must be taken in 1-hour increments. A maximum of 40 hours can be used in a year.	Earned sick time will be tracked on the <i>Record of Hours Worked</i> timesheet.
Full time non-union support staff excluding casuals and student casuals	40 hours per year	Must be taken in 1-hour increments. A maximum of 40 hours can be used in a year.	Earned sick time will be tracked on the <i>Record of Hours Worked: Bi-weekly Support Staff</i> timesheet.
Part time non-union support staff excluding casuals and student casuals	40 hours per year	Must be taken in 1-hour increments. A maximum of 40 hours can be used in a year.	Earned sick time will be tracked on the <i>Record of Hours Worked: Bi-weekly Support Staff</i> timesheet.
Casuals and student casuals	1 hour for every 30 hours worked, up to a maximum of 40 hours in a year	Must be taken in 1-hour increments. A maximum of 40 hours can be used in a year.	Earned sick time will be tracked on the <i>Record of Hours Worked: Bi-Weekly Casual</i> timesheet.