

Fiscal Year Accrual Schedule for NYC Paid Sick Time:

Employment Category	NYC Paid Sick Time Earned	Restrictions	Tracking
Full time academic officers including officers of instruction, officers of research, and officers of the libraries.	40 hours per year (included in total 6-month salary continuation plan)	Missed class time can be made up at any point in the current semester, based on mutual agreement between faculty member and Department Chair.	Based on individual department practices.
Part time academic officers including officers of instruction, officers of research, and officers of the libraries.	40 hours per year	Missed class time can be made up at any point in the current semester, based on mutual agreement between 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 total 6-month salary continuation under Medical Leave of Absence policy)	Must be taken in 4-hour increments. 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 4-hour. A maximum of 40 hours days 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.