



School of Visual Arts
Administrative Employee Sick Time Policy
Effective 1/1/2021

Administrative employees (*i.e.*, staff members not on the faculty) are eligible for paid sick leave, according to their classification. For purposes of this policy, **a year runs from February 1 – January 31**. Sick leave may be taken in minimum one (1) hour-increments. One sick day is the equivalent of 7 hours.

- **Full-time** administrative employees (employees working 35 hours per week) will receive 8 sick days (56 hours) per year. All 8 sick days are provided to full-time employees on February 1 each year. Full-time administrative employees may accrue and carry over a maximum of 56 hours/ 8 days for any of the absences outlined in the policy. Alternatively, employees will be permitted to annually “bank” unused sick days (to a maximum of 784 hours/112 days) for use in a certified short-term disability leave only.
 - New full-time employees are provided 8 sick days on their first day of employment.
- **Part-time** administrative employees (employees regularly scheduled to work less than 35 hours per week) accrue sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 56 hours during each year. New part-time employees begin accruing sick days at the commencement of employment. Part-time employees may carry over unused accrued sick time from one year to the next; however part-time employees will not be allowed to take more than 56 hours of sick time in a year.
- **Temporary** administrative employees accrue sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 56 hours sick leave during each year. New temporary employees begin accruing sick days at the commencement of employment. Temporary employees may carry over unused accrued sick time from one year to the next; however temporary employees will not be allowed to take more than 56 hours of sick time in a year.

Employees are not paid for unused sick leave either at the end of the calendar year or upon termination/separation from SVA.

Employees are entitled to use sick leave for absences from work due to any of the following:

- (i) the employee’s mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive medical care or elective surgery;
- (ii) care of a family member* needing such medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical treatment or elective surgery;
- (iii) closure of the place of business by order of a public official due to a public health emergency or to care for a child whose school or childcare provider is closed by order of a public official due to a public health emergency;
- (iv) for covered purposes where the employee or the employee’s covered family member is a victim of domestic violence, sexual offenses, stalking or human trafficking, including (but not limited to) obtaining services from a domestic violence shelter, rape crisis center, or other services program, participating in safety planning, temporarily or permanently relocating, enrolling a child in a new school, or taking other

actions to increase the safety of the employee or employee's family members from future harm, and meeting with law enforcement, an attorney or other legal or social service provider to obtain information and advice on, or prepare for or participate in any criminal, civil or other legal proceeding ("safe time").

*Family members include an employee's child (biological, adopted, foster, step- or to whom the employee stands in the place of a parent, such as a caregiver), spouse, domestic partner, parent (or an individual who stands in the place of a parent, such as a caregiver to the employee or did when the employee was a minor child), the child or parent of an employee's spouse or domestic partner, sibling (including adopted, foster, half- or step-sibling), grandparent, grandchild, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a family relationship.

Employees must report the intended use of sick leave to their supervisor, as well as Human Resources with at least seven days' advance notice if the need is foreseeable, or as soon as practicable (and at all times, except in cases of extreme emergency, prior to the start of the employee's scheduled shift) if the need is unforeseeable.

For absences of more than three consecutive days, written documentation from a physician or licensed health care professional, or, for safe time, other reasonable documentation, indicating the need for additional sick leave taken may be required. For purposes of safe time, reasonable documentation may include a written note from a victim services organization, attorney, member of a clergy, or medical provider, a police or court record, or a notarized letter from the employee documenting the need for such leave. Requested documentation must be provided no later than seven (7) days after the employee returns from taking sick leave.

Medical documentation need not include a diagnosis or other confidential details about the medical condition for which sick leave is being taken. Further, SVA will not require employees or a health care or service provider to disclose confidential health information or the details of the matter for which an employee requests safe time under this policy, except where otherwise permitted or required by law. However, should SVA obtain confidential health or other information based on a request for leave under this policy, it shall keep such information confidential unless the employee consents to disclosure in writing or disclosure is otherwise required or permitted by law.

SVA may further require employees to certify that they have used sick leave for covered purposes under this policy. Fraudulent use of sick leave or failure to provide requested documentation may be the basis for disciplinary action, up to and including discharge.

Employees are protected from retaliatory action for exercising or attempting to exercise their rights under the New York State Paid Sick Leave Law and/or the New York City Earned Safe and Sick Time Act. Any employee who believes he/she has been subjected to retaliatory action in violation of this policy should report such action immediately to Human Resources. SVA will promptly investigate any claims of retaliatory action.