



**MOLLOY  
UNIVERSITY**

Policy # HR.315  
Sick Leave  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
Approved By: Cabinet  
Approved: 07/01/2022  
Effective Date: 07/01/2022  
Scope: All Employees  
Last Revised: 01/01/2021  
Last Reviewed: 07/01/2022

## Paid Sick Leave (PSL) Policy

### 1. Policy Summary

In compliance with the NYS Paid Sick Leave Law, employees may use accrued sick/safe leave following a verbal or written request to their employer for issues impacting the employee or a member of their family for whom they are providing care or assistance with care.

### 2. Policy Scope

The Molloy University Paid Sick Leave Policy covers all active University employees.

### 3. Policy

In compliance with the NYS Paid Sick Leave Law, Molloy University will provide 56 hours of paid sick leave per calendar year to all eligible full-time employees. Part-time, per diem, and summer-off employees are entitled to paid sick leave on a pro-rated basis.

### 4. Permitted Uses

Employees may use accrued leave following a verbal or written request to their supervisor for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

- Sick Leave:
  - o For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
  - o For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

- Safe Leave:

- o For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
  - To obtain services from a domestic violence shelter, rape crisis center, or other services program;
  - To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
  - To meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
  - To file a complaint or domestic incident report with law enforcement;
  - To meet with a district attorney's office;
  - To enroll children in a new school; or
  - To take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

For purposes of this policy, family member is defined as an employee's child, spouse, domestic partner, parent, sibling, grandchild, or grandparent; and the child or parent of an employee's spouse or domestic partner. "Parent" is defined as a biological, foster, step, or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. "Child" is defined as a biological, adopted or foster child, a legal ward, or a child or an employee standing in loco parentis.

- Accrual of Time:

- o Full-time Faculty employees will be credited with the 56 hours of paid sick leave at the beginning of each calendar year. Part-time faculty will be credited with a pro-rated amount based on the PT Faculty PSL Schedule. (Appendix A). This up-front accrual of sick leave is not subject to later revocation or reduction if the employee works fewer hours than originally anticipated. Faculty may request their balance from the Office of Academic Affairs.
- o Regular non-faculty employees began accruing their sick leave on September 30, 2020, and the hours will be available for use beginning on January 1, 2021. Employees will be credited with the 56 hours of paid sick leave at the beginning of each calendar year. Non-faculty employees will continue to accrue sick time per this schedule and can view their earned balance in the ADP system and on their bi-weekly pay stubs.
- o Per-Diem, Temporary and Seasonal Employees - Paid Sick Leave is accrued at a rate of one hour for every thirty hours worked to the nearest quarter of an hour. Per-Diem, Temporary and Seasonal Employees will continue to accrue sick time per this

schedule and can view their earned balance in the ADP system and on their bi-weekly pay stubs.

- Leave Usage:
  - o Paid Sick Leave may be taken in increments as small as 2 hours at a time. All employees are expected to notify their supervisory or designee as soon as possible, but no later than 15 minutes prior to the start of the normal work schedule, if they are not going to be available for work.
    - Non-Faculty employees should report the use of their PSL through their usual time reporting process.
    - Faculty employees should report the use of any PSL on the Faculty Absence Form.

If an employee has exhausted all sick time, personal or vacation hours will be substituted. Excessive absences, misuse of sick days, or improper notification may result in appropriate progressive disciplinary action. If employment is terminated, either voluntarily or involuntarily, the employee is not entitled to receive pay for unused sick time.

- Rate of Pay:
  - o Employees will be paid their normal rate of pay for any paid leave time under this law. Employees who are paid at more than one rate of pay will be paid for leave under the law at the weighted average of their pay rates.
- Recordkeeping
  - o Molloy will keep payroll records for six years which will include the amount of sick leave accrued and used by each employee.
  - o Upon the request of an employee, Molloy will provide a summary of the amounts of sick leave accrued and used by the employee in the current calendar year and/or any previous calendar year.
- Carryover
  - o Sick leave that is unused by an employee over the course of the year if carried over to the next calendar year.
- Retaliation
  - o Molloy will not retaliate against an employee in any way for exercising their rights to use sick leave. Employees who believe that they have been retaliated against for exercising their sick leave rights should contact Lisa Miller in Human Resources at [lmiller@molloy.edu](mailto:lmiller@molloy.edu) or the New York State Department of Labor's Anti-Retaliation Unit at 888-52-LABOR or [LSAsk@labor.ny.gov](mailto:LSAsk@labor.ny.gov).