

## Paid Sick Leave for Student Employees

The New York State Paid Sick Leave Law entitles all covered employees to up to 56 hours of paid sick leave per year, accrued at a rate of one (1) hour for every 30 hours worked. As student employees, including Federal Work Study, Student Work Fund and Graduate Assistants are covered, they will be seeing some changes to their timesheets beginning November 12, 2021. Information on sick leave balances as well as the option to use accrued sick time for absences due to covered medical and safety related reasons will be available when students sign in to complete their timesheets.

Graduate Assistants who are not normally required to submit a timesheet will be able to sign in to NextGen to see their balances as well as to submit any hours during which they have used their accrued sick time. Supervisors will be required to approve these timesheets. Regular work time will continue to be paid based on GA stipends without the need for completing timesheets.

Current sick time balances have been calculated based on all hours students have worked from 9/1/2020 to present and will continue to accrue for hours worked going forward. For example, if a student has worked on campus for a total of 900 hours since 9/1/20, their current balance available for use will be approximately 30 hours.

Sick leave can be used for employees', as well as their family members' [medical and safety related reasons](#) covered by the Paid Sick Leave law. Under the law, supervisors may not ask the nature of the illness or other reason for taking leave. In certain circumstances, the employer is permitted to request documentation if the employee has been out for 3 consecutive work days; supervisors should contact Human Resources for further details.

More detailed information as well as screenshots of the applicable NextGen screens will be available on the NextGen home page. A list of FAQ's will be developed as they arise. If you have any questions about the application of the sick leave law, please contact Human Resources at [hrstudentemployment@pratt.edu](mailto:hrstudentemployment@pratt.edu). Questions on accrued balances or on submitting and approving sick time should be directed to [payroll@pratt.edu](mailto:payroll@pratt.edu).

Human Resources Department  
Payroll Department