



To: SUNY New Paltz employees

From: Martha Trainor, Payroll Manager

Date: March 21, 2007

RE: Family Sick Leave

The SUNY Policies of the Board of Trustees and bargaining unit contracts allow each employee a maximum of 15 days in a one-year period to charge against their own accrued sick leave for absences in the event of death or illness in the employee’s immediate family. Please understand this is *not* additional sick leave time.

Employees who are charging absences against sick leave accruals for a family illness or bereavement are reminded that they should note this on their timesheets by writing “FSL” next to the time charged. Supervisors with the responsibility for signing time records should confirm that this is done correctly. The Payroll Department is charged with tracking employee’s accruals and following the required guidelines.

The applicable Policies and contract citations are listed below. For more information please review the referenced source. Please note that there are different one-year periods for unclassified and classified employees.

Negotiating Unit	Reference	One Year Period
UUP	The SUNY Policies of the Board of Trustees, Article XIII, Title C, 4(d) and the <u>Agreement</u> between United University Professions and the State of New York Article 23.4.f.4	July 2 – July 1
MC	<u>The SUNY Policies of the Board of Trustees, Article XIII, Title C, 4(d)</u>	July 2 – July 1
CSEA (OSU)	<u>Agreement</u> between CSEA and The State of NY (OSU), Article 10.8 (a) and (c)	Jan. 1 – Dec. 31
CSEA (ASU)	<u>Agreement</u> between CSEA and The State of NY (ASU), Article 10.13	Jan. 1 – Dec. 31
PEF	<u>Agreement</u> between the State of NY and PEF, Article 12.18	Jan. 1 – Dec. 31
NYSCOPBA	<u>Agreement</u> between the State of NY and NYSCOPBA , Article 14.3	Jan. 1 – Dec. 31
Co82	<u>Agreement</u> between the State of NY and Council 82, Article 14.3	Jan. 1 – Dec. 31
Research Foundation	www.rfsuny.edu>RF portal login>Your RF Employment>Employee Handbook>Leave>Leave Policy>Paid Time off-PTO Sick Leave	Jan. 1 – Dec. 31

Please contact the Payroll Department at x3145 if you have any questions.