

# Student Sick Time

Accruals and Usage

January 9, 2013

January 17, 2013

# Presentation Stream

- ◉ <https://mediasite.dl.uconn.edu/Mediasite/Play/841612ce84f9421e97bc4c249f94c6da1d>
- ◉ Questions can be emailed to [ellen.lowe@uconn.edu](mailto:ellen.lowe@uconn.edu), and will be answered during the Q&A section at the end of the presentation.
- ◉ Please email name, department, NetID, CMS ID, phone number, payroll Ubox(es) to [ellen.lowe@uconn.edu](mailto:ellen.lowe@uconn.edu)

# Agenda

- Welcome
- Introductions
- Review of Public Act No. 11-52
- Applicability to Student Employees
  - > Non-Retaliation
  - > Penalties
- Student Sick Time Process
- Resources
- Questions

# Public Act No. 11-52

## Review

- Became effective January 1, 2012
- Provides paid sick leave to certain “service worker” occupations
- Reviewed by University counsel
- Ruling from the Department of Labor
- All student employees at the University are eligible for paid sick leave

# Public Act No. 11-52

## Applicability to Students

- Student employees accrue 1 hr of paid sick time for every 40 hrs actually worked
- Eligible to use time upon completion of 680<sup>th</sup> hr of work
- Max accrual is 40 hrs per calendar year
- Max usage is 40 hrs per calendar year
- May carry-over max of 40 hrs into the next calendar year

# Public Act No. 11-52

## Applicability to Students

- Sick leave may only be used in lieu of previously scheduled hours for the following reasons:
  - > To treat the employee's own illness, injury or health condition (including preventative care)
  - > To treat the employee's child or spouse's illness, injury or health condition
  - > For the employee's treatment or services related to the employee's status as a victim in a family violence or sexual assault incident

# Public Act No. 11-52

## Applicability to Students

- ◉ Leave must be taken in 1 hr increments
- ◉ Departments may request medical documentation for leaves of 3 or more consecutive days
- ◉ Student employees are not entitled to a payout for accumulated, but unused, sick leave

# Public Act No. 11-52

## Applicability to Students

- Student employees may 'make up' the missed hours of work during the same or following pay period in lieu of the hours missed, and shall not use accrued paid sick leave
  - > Requires mutual consent of the student employee and department



# Public Act No. 11-52

## Non-Retaliation

- No employer shall take retaliatory personnel action or discriminate against an employee for requesting or using paid sick time, or for filing a complaint alleging a violation of the Act.

# Public Act No. 11-52

## Penalties

- If deemed non-compliant
  - > Penalties ranging from \$100 - \$500 may be assessed for each violation
  - > Awards to employees
    - Payment for used paid sick leave
    - Rehiring or reinstatement to the employee's previous job
    - Payment of back wages and reinstatement of benefits to which the employee otherwise would have been entitled to

# Student Sick Time Process

- Must have established work schedule
- Must meet eligibility requirements
  - > Payroll will monitor eligibility and notify
  - > Payroll will track accruals and usage
- Time may only be used for hours that were previously scheduled
- Sick time usage must be reported on a manual timesheet

# Student Sick Time Process

- Federal Work Study awards cannot be charged
- Departments must create a Student Labor authorization
- Payroll will manage the expiration and/or carry-over of accrued sick time at year end



# STUDENT PAYROLL **SICK** TIME RECORD

Payroll Department  
Budds Building, U1111  
343 Mansfield Road  
Storrs, CT 06269-1111

Please complete all items below in order to report sick hours taken. Return completed and signed form(s) to the Payroll Department by **Friday, Noon of payweek**. Questions: call Maribel Ortiz 486-1139 or Karla Desjardins 486-5763.

Student Name  Department

Employee Number  UBOX

Hourly Rate  Section Number

Pay Period End  KFS Account Number

FICA CODE (summer session only)

### Procedures:

**Sick time:** In the space provided below, input the use of accrued sick time by indicating the number of hours on the appropriate day.

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	TOTAL
<b>Week 1</b>				2	3			5
	9/20/2013	9/21/2013	9/22/2013	9/23/2013	9/24/2013	9/25/2013	9/26/2013	
<b>Week2</b>							2	2
	9/27/2013	9/28/2013	9/29/2013	9/30/2013	10/1/2013	10/2/2013	10/3/2013	

Were any hours previously entered for the pay period noted above?

Student Timecard System  YES  NO

Student Payroll Time Report Sheet  YES  NO

Student Payroll **SICK** Time Record  YES  NO

GRAND TOTAL

I hereby certify that the above is a true statement of "Accrued sick time used for hours that the student had been scheduled to work."

I have explained to the student that payment generated by this Student Payroll Sick Time Record can be expected in two (2) weeks if received by the Payroll deadline of **Friday, Noon of payweek**. If the deadline is not met, payment can be expected in four (4) weeks.

Authorized Department Signature \_\_\_\_\_ Date \_\_\_\_\_ Contact Person

Print Name \_\_\_\_\_ Contact Phone

# Resources

## ◎ Payroll Department

- > Maribel Ortiz, (860)486-1139
- > Renee Ferriere, (860)486-2423
- > Ellen Lowe, (860)486-6915
- > Jennifer Person, (860)486-0962
- > [www.payroll.uconn.edu](http://www.payroll.uconn.edu)

## ◎ Financial Aid Office (Student Employment)

- > Cindy Garrison, (860)486-3474
- > Kimberly Duby, (860)486-3474

# Questions

