

# Absence Management Guidelines for L97 Represented Employees

## NEW YORK PAID SICK LEAVE (NYPSL)

Per NY State Paid Sick Leave Law, employees are eligible for up to 56.0 hours of 100% sick pay annually. Local 97 represented employees receive accrued time-off which exceeds the NY State Law's 56.0-hour requirement. Therefore, for these employees, the 56.0 hours are to be used as a part of (not in addition to) the sick pay benefits and other time-off afforded under the terms of the L97 CBA.

For recordkeeping and administration purposes, the 56.0 hours of annual sick pay will be provided to employees on their service anniversary date each year. Starting on an employee's service anniversary date, the first 56.0 hours of sick leave should be coded as *Earned Sick Time*, CODE = 2620. Once these 56.0 hours are used, employees should be coded *100% Paid Sick Time*, CODE = 2360. If an employee's *100% Paid Sick Time* is exhausted, they should be coded *60% Paid Sick Time*, CODE = 2340. If an employee's *60% Paid Sick Time* is exhausted, please contact Labor Relations.

### Order of Sick Time Usage (L97)

1.	NYSPSL	Bucket	Code = 2620	Earned Sick Time (56.0 hours)
2.	100%	Bucket	Code = 2360	100% Paid Sick Time
3.	60%	Bucket	Code = 2340	60% Paid Sick Time

## ABSENCE MANAGEMENT

Absenteeism should be reviewed at least once per quarter (Q1=03/31, Q2=06/30, Q3=09/30, Q4=12/31).

Employees who use more than 8.0 hours of non-NYSPSL and/or non-FMLA qualifying sick time in any calendar quarter should have their situations reviewed for excessive absenteeism and will potentially be subject to counseling and/or progressive disciplinary action on a case-by-case basis per the guidelines in the table below.

Employees who have been counseled or disciplined (at any level) for excessive absenteeism within the past 52 weeks (4 quarters) should potentially be considered for their next progressive discipline step per the guidelines in the table below, keeping in mind that there is no separate disciplinary tract for absenteeism.

Occurrence #	Potential Action
1st Occurrence:	Coach and Counsel
2 <sup>nd</sup> Occurrence:	Verbal Reprimand
3 <sup>rd</sup> Occurrence:	Written Reprimand
4 <sup>th</sup> Occurrence:	Suspension (consult LR)
5 <sup>th</sup> Occurrence:	Termination (consult LR)

## QUESTIONS ABOUT ABSENCE MANAGMENT

- Medical should be consulted if there are questions about employee time usage.
- Employee Services should be consulted if there are questions about employee quota buckets.
- Labor Relations should be consulted before any employee is disciplined at any level.

## Absence Management Guidelines for L97C Represented Employees

### NEW YORK PAID SICK LEAVE (NYPSL)

Per NY State Paid Sick Leave Law, employees are eligible for up to 56.0 hours of 100% sick pay annually. Local 97C represented employees receive accrued time-off which meets the NY State Law's 56.0-hour requirement. Therefore, for these employees, the 56.0 hours are to be used as a part of (not in addition to) the sick pay benefits and other time-off afforded under the terms of the L97C CBA.

For recordkeeping and administration purposes, the 56.0 hours of annual sick pay will be provided to employees on January 1<sup>st</sup> of each year. Starting on January 1<sup>st</sup> of each year, these 56.0 hours of sick leave should be coded as *Earned Sick Time*, CODE = 2620. Once these 56.0 hours are used, employees should be coded *100% Paid Sick Time*, CODE = 2360. If an employee's *100% Paid Sick Time* is exhausted, please contact Labor Relations.

#### Order of Sick Time Usage (L97C)

1.	NYPSL	Bucket	Code = 2620	Earned Sick Time (56.0 hours)
2.	100%	Bucket	Code = 2360	100% Paid Sick Time

### ABSENCE MANAGEMENT

Absenteeism should be reviewed at least once per quarter (Q1=03/31, Q2=06/30, Q3=09/30, Q4=12/31).

Employees who use more than 8.0 hours of non-NYPSL and/or non-FMLA qualifying sick time in any calendar quarter should have their situations reviewed for excessive absenteeism and will potentially be subject to counseling and/or progressive disciplinary action on a case-by-case basis per the guidelines in the table below.

Employees who have been counseled or disciplined (at any level) for excessive absenteeism within the past 52 weeks (4 quarters) should potentially be considered for their next progressive discipline step per the guidelines in the table below, keeping in mind that there is no separate disciplinary tract for absenteeism.

Occurrence #	Potential Action
1st Occurrence:	Coach and Counsel
2 <sup>nd</sup> Occurrence:	Verbal Reprimand
3 <sup>rd</sup> Occurrence:	Written Reprimand
4 <sup>th</sup> Occurrence:	Suspension (consult LR)
5 <sup>th</sup> Occurrence:	Termination (consult LR)

### QUESTIONS ABOUT ABSENCE MANAGEMENT

- Medical should be consulted if there are questions about employee time usage.
- Employee Services should be consulted if there are questions about employee quota buckets.
- Labor Relations should be consulted before any employee is disciplined at any level.