NEW YORK POWER AUTHORITY	EP:	3.9
	REVISION:	3
EMPLOYEE POLICY	DATE:	8/5/2014

PLEASE REFER TO THE PORTION OF THE EMPLOYEE POLICIES ENTITLED DISCLAIMERS WHERE YOU WILL FIND A STATEMENT, WHICH PERTAINS TO ALL EMPLOYEE POLICIES, INCLUDING THIS ONE.

SICK LEAVE

1.1 This policy provides guidelines for the accrual and use of sick leave credits, sick leave at half-pay and long-term disability for salaried employees.

Sick Leave Accrual

2.1 Full-time salaried employees accrue sick time as follows:

a) 3.46 hours per pay period if on a 37.5 hour work week
b) 3.69 hours per pay period if on a 40 hour work week

2.2 Part-time salaried Authority employees (working 20 or more hours per week, but less than full-time weekly work hours) and provisional employees that work less than full-time (working at least 30 hours or more per week) accrue sick leave on a prorated basis based on the number of hours the employee is scheduled to work.

2.3 There is no maximum on the amount of sick leave credits that may be carried over from one year to another.

2.4 Sick time only accrues when an employee is on full-pay status. Accruals resume when the employee returns to full pay status.

2.5 In the event of an active employee's death, payment for accrued and unused sick leave, up to a maximum of 100 days, will be paid to the beneficiary designated by the employee for their NYPA life insurance. If no beneficiary is designated, or the designated beneficiary pre-deceases the employee, payment will be made as allowed by law.

2.6 Sick leave may be paid out to employees who retire with the New York State Retirement System directly upon separation of service from the Authority (see the Employee Benefits Handbook).

Sick Leave Usage

3.1 Sick time shall only be used for an employee's illnesses or injuries, or that of family members as specified in Section 3.4 below, and not substituted for any other type of absences.

3.2 Employees who are absent from work due to their own illness or injury (or that of eligible family members under Section 3.4), must notify their supervisor of such absence as soon as practicable, and keep the supervisor informed as to their expected date of return. Accrued sick leave may only be used in full or half-day increments.

3.3 Full or half-day absences (including reasonable travel and actual visit time) for trips to a health care provider will require use of sick leave credits, and prior approval of an employee's supervisor when foreseeable. However, supervisors may, with advanced approval, allow employees to take less than half-days off with flexible scheduling allowing employees to make up time by working extra hours on other days during the same workweek. Supervisors may also grant employees time off without using accrued sick leave if the absence is so brief that it does not affect the employee's work or performance.

3.4 Employees may use up to 10 sick days per calendar year to care for the medical needs of their sick children, spouse, parent (not parent-in-law), or domestic partner who has satisfied NYPA's Domestic Partner Benefits eligibility (even if not subscribed to NYPA Domestic Partner medical benefits). These days may also be used for caring for a wife or domestic partner recovering from routine childbirth.

3.5 An employee may not use more than five (5) consecutive or closely occurring intermittent business days due to their own "serious health condition," or that of their relatives listed in Section 3.4, without applying for and if approved having the leave designated under the Family Medical Leave Act ("FMLA") leave (See EP: 3.3). When the absences exceed this five (5) day period for a "serious health condition," the employee should provide notification to Human Resources, at which point the FMLA process will be initiated for eligible employees.

3.6 The Authority may require written medical documentation of an illness or injury, and/or that the employee be examined by a physician designated by the Authority before approving the use of any sick leave and/or prior to the employee's return to work. In addition, supervisors may request a doctor's note to confirm/verify a medical appointment on a given day and time.

3.7 Supervisors are responsible for monitoring sick leave usage for appropriateness, accuracy, and adherence to Employee Policies, and for remaining informed of employees' available sick and vacation balances when approving time off. Excessive and/or questionable patterns of absenteeism, frequency of requests for full or partial sick days, or low or zero balances should signal the need for further review or action which may take several courses [i.e.: need for Family Medical Leave Act ("FMLA"), performance issue, etc.] to prevent abuse of this benefit.

3.8 An employee's use of accrued sick leave is approved by his/her supervisor when the supervisor approves the employee's timesheet or electronic time record. If there are false time sheets or electronic time records of an employee's time and attendance, the employee (and depending on the circumstances, the supervisor who is responsible for approving such time) will be held accountable.

Sick Leave at Half-Pay

4.1 Employees who have completed one or more years of Authority service, are eligible for sick leave at half-pay during an approved Employee Medical Leave ("EML") under the FMLA when they do not have, or have exhausted, sufficient accumulated sick leave credits to cover their FMLA leave. For part-time or provisional employees that are less than full-time and on EML, sick leave at half-pay will be paid on a prorated basis based on their weekly work schedule.

4.2 The cumulative total of all sick leave at half-pay shall not exceed two pay periods (four weeks) for each completed year of service. However, vacation leave may be used to complete a full year of service for sick leave at half-pay purposes if it used before sick leave is exhausted. This use of vacation time does not extend any job security or FMLA time periods.

4.3 Sick leave at half-pay will be paid retroactively from the first day an eligible employee is without sick leave credits through either the end of their EML or earlier through the exhaustion of the half-pay benefit, or due to the circumstances described in Section 4.6 below.

4.4 Upon request, and with the approval of the local Human Resources Benefits Group, sick leave at half pay may be allowed to minimally exceed the 12 workweek FMLA entitlement period in those limited unique situations where there is a small gap of time between the end of the maximum sick leave at half pay benefit and the beginning of the LTD eligibility period.

4.5 Sick leave at half pay will be replenished a) if an employee has returned to work from an EML for at least 30 calendar days and then needs to go out again for that same illness or injury, or b) without regard to timing, if an employee has returned to work from an EML and then needs to go out again for a different illness or injury. However, in no event will the replenishment of sick leave at half-pay extend any job security or FMLA time periods.

4.6 If an employee who has already been on an approved FMLA leave other than an EML, returns to work and then goes back out for their own illness or injury on an approved EML within the same FMLA yearly period, the employee will only be eligible to receive sick leave at half-pay for the remaining FMLA time period (even if the employee's own medical needs extend beyond the total 12-week FMLA entitlement). See EP: 3.3.

4.7 All payroll deductions will continue to be made regardless of whether an employee on sick leave is being paid on a full or half-pay status. Any questions concerning the priority of deductions should be addressed to the Payroll Unit and/or the applicable Human Resources representative.

4.8 Employees receiving sick leave at half pay or on no pay status are not eligible to receive Holidays, Floating Holidays, sick accruals or annual vacation accruals until they return to work on either full or part-time status. Those on sick leave at half pay will receive half pay benefit for all days which occur during their sick leave at half pay.

Long Term Disability

5.1 Employees may be eligible for benefit payments under the Long-Term Disability Plan they selected at open enrollment, once they have been on leave for three consecutive months of absence for their own illness or injury, and after they have exhausted all of their accrued sick time. Provisional employees are not eligible for long-term disability. Information on long-term disability is provided in the Long-Term Disability booklet available from Human Resources and the Employee Benefits Handbook for Salaried Employees on the NYPA Intranet.

Vice President Human Resources

8/5/14