

## Student Employees Paid Sick Leave Guide

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## CHICAGO PAID SICK LEAVE ORDINANCE (PSLO) FAQs

### 1. What is the Chicago Paid Sick Leave Ordinance?

The Chicago Paid Sick Leave (PSL) Ordinance requires employers in Chicago to grant “Covered Employees” (as defined in the PSL Ordinance) at least one hour of paid sick leave for every forty hours worked. The PSL Ordinance also permits employees to use sick leave for illnesses or medical appointments for themselves or family members, including anyone related by blood or those whose relationship with the employee is “the equivalent” of a family relationship.

### 2. When does the Chicago Paid Sick Leave Ordinance go into effect?

The new ordinance is effective on July 1, 2017.

### 3. When can employees use sick leave?

Employees may request sick leave in the following circumstances:

- the employee is ill or injured or to receive medical care, treatment, or preventative care
- the employee’s family member is ill or injured, or to care for a family member receiving medical care, treatment, or preventative medical care
- the employee, or a member of the employee’s family or family, is a victim of domestic violence (as defined by Illinois law)
- the employee’s place of business is closed by a public health official due to a public health emergency
- the employee needs to care for a child whose school, or place of care, has been similarly closed

### 4. Who is considered a covered family member?

A family member is defined by the ordinance as a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. This includes any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Close association is defined as an association that exists based on the length of time of a particular relationship and other factors, such as whether the employee provided personal care or financial support for or previously lived with the individual.

### 5. When can student employees begin to use paid sick leave?

After completing at least 80 hours in any 120-day period.

### 6. How does the ordinance impact student employees who hold multiple hourly jobs?

Student employees will accrue paid sick leave for all hourly PSLO eligible positions up to the maximum accrual.

**7. How does the PSLO impact me?**

YOU ARE	IMPACT	WHAT IT MEANS FOR YOU
Student Employees	Yes	Eligible for paid sick leave accrual at the rate of 1 hour for every 40 hours worked.

**8. How will sick leave accrue?**

The PSL applies to student employees who are employed in an hourly position. The PSL does not cover positions paid by additional pay request.

For student employees, sick leave accrues as follows:

EMPLOYEE GROUP	ACCRUAL METHOD AND ANNUAL MAXIMUM
Student Employees	Accrue 1 hour for every forty (40) hours worked
Hired prior to July 1	Accrual begins on July 1, 2017
Hired after July 1	Accrual will begin on the first date of employment

**9. Are there any restrictions on the utilization of sick leave?**

Yes, sick leave must be used in one-hour increments. Once sick leave allotment is exhausted for the year, further absences may be without pay, depending on the circumstances.

**10. Is notification required in order to use sick leave?**

Yes, managers, and/or the individual designated by the department, must be notified about an absence as soon as practicable so arrangements may be made to cover your duties and responsibilities. Managers cannot require employees to find replacement workers to cover their hours off in order to use sick leave.

Employees may provide notice via phone, email or text message as outlined by the department's notification policy. Notice should be provided as follows:

- **Emergencies** - as soon as practicable on the day the employee intends to take the leave, at least one hour prior to the employee's scheduled start time, if possible.
- **Planned Absences** – up to seven days advance notice of the need for leave when reasonably foreseeable (i.e. medical appointments).

**11. Is documentation from my physician required?**

Yes, where an employee is absent for more than three (3) consecutive workdays, your manager may request that you provide certification from a healthcare provider authorizing the use of paid sick leave to the Student Employment Office via email at [studentemployment@colum.edu](mailto:studentemployment@colum.edu). The note should not contain specific details about the injury or illness but should specify the dates of care to verify that you were off work due to an illness or injury.

If the leave is related to domestic violence or a sex offense, the employee may certify with a police report, court document, statement from an attorney, clergy member, victim advocate, the employee, or other person with knowledge of circumstances. The documents should be sent to the Student Employment Office via email at [studentemployment@colum.edu](mailto:studentemployment@colum.edu).

**12. What are the recordkeeping requirements for paid sick leave?**

**Employees** – Student employees must request and record sick leave in a timely manner in their timesheet by the payroll deadline for the pay period in which it was used. Sick time accrual will be reflected in the Leave/Compensatory Time tab of your timesheet. Employees should record sick leave by selecting the SCK time reporting code.

**Managers** – All department heads, chairs, and managers who have direct reports must review time sheet entries to verify that sick leave requested is correctly recorded in the employee's timesheet and approve by the payroll deadline for the pay period in question. Managers can view their employees' leave balances on the Leave/Compensatory Time tab of their employees' timesheets when approving time.

**13. Can unused paid sick leave be carried over from year to year?**

**Student Employees:** Yes, one half of accrued unused paid sick leave, up to twenty (20) hours, may be carried over from one benefit year to another. Up to forty (40) hours of unused paid sick leave can be carried over for Family Medical Leave Act restricted time only. For more information on FMLA, see [FMLA Policy](#).

**14. Is unused sick leave paid out upon separation or termination from the college?**

No. Unused accrued sick leave is not paid out upon separation or termination from the college.

**15. If I need assistance completing my timesheet whom should I contact?**

For assistance submitting timesheets contact Payroll at [PayrollClerk@colum.edu](mailto:PayrollClerk@colum.edu)

**16. If I think my sick leave balance is not correct on my timesheet whom should I contact?**

**Student Employees:** Email [studentemployment@colum.edu](mailto:studentemployment@colum.edu)

**17. For more information about the Paid Sick Leave Ordinance: [Chicago Paid Sick Leave Ordinance](#)**

## HOW TO VIEW YOUR PAID SICK LEAVE BALANCE

1. Log into MyC Self-Service and select:

**Main Menu → Time Reporting → Report Time → Time Sheet**

Select the **Leave/Compensatory Time** Tab (found below your timesheet)

From 12/04/2017 to 12/10/2017 ?

Add Comments	Day	Date	Reported Status	In	1st Break	In	Lunch	In	2nd Break	In	Transfer	Out
	Mon	12/4	New									
	Tue	12/5	New									
	Wed	12/6	New									
	Thu	12/7	New									
	Fri	12/8	New									
	Sat	12/9	New									
	Sun	12/10	New									

[Save for Later](#)
[Submit](#)
[Clear](#)
[Apply Schedule](#)

[Summary](#)
[Leave / Compensatory Time](#)
[Exceptions](#)
[Payable Time](#)
[Attendance](#)

Leave and Compensatory Time Balances ?

Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	9.13	0	40	

## HOW TO LOG YOUR PAID SICK HOURS

If you have worked a total of 80 hours in a 120-day period you are eligible to earn paid sick leave. You will accrue one hour of paid sick time for every 40 hours worked.

1. Log into MyC Self-Service and select:

**Main Menu → Time Reporting → Report Time → Time Sheet → Select Elapsed Timesheet**

Select Another Timesheet

\*View By Week

Previous Week Next Week

\*Date 12/04/2017

Previous Employee

Reported Hours 19.00

Print Timesheet Elapsed Timesheet

Reported time on or after 12/10/2017 is for a future period.

From 12/04/2017 to 12/10/2017

Add Comments	Day	Date	Reported Status	In	1st Break	In	Lunch	In	2nd Break	In	Transfer
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2. Enter the number of sick hours used under the appropriate date.

**IMPORTANT!** Select **SCH- Sick Pay- Hourly emp** for the Time Reporting Code and select **submit**

From Monday 12/04/2017 to Sunday 12/10/2017

Mon 12/4	Tue 12/5	Wed 12/6	Thu 12/7	Fri 12/8	Sat 12/9	Sun 12/10	Total	Time Reporting Code
	4.0							SCH - Sick Pay - Hourly emp

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Exceptions

Payable Time

Reported Time Status

Personalize Find 1 of 1