



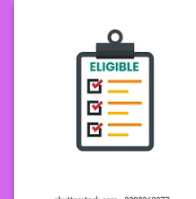
Leaves of Absences

A Supervisor's Overview

Agenda



AVAILABLE
LEAVES



ELIGIBILITY



REQUIREMENTS

Types of Leaves

FMLA

PFL

PPL

Accrued Time

Other Leaves





FMLA (Federal)

- ▶ Unpaid leave for up to 12 work weeks in a 12-month period.
 - ▶ Can be continuous or intermittent.
- ▶ Used for:
 - ▶ The birth, adoption, or foster care placement of a child;
 - ▶ the employee's own serious health condition;
 - ▶ caring for a family member with a serious health condition; or
 - ▶ qualifying exigencies related to a family member's military service.
- ▶ To be eligible must:
 - ▶ have worked for at least 12 months, and
 - ▶ have worked at least 1,250 hours in the 12 months before the leave begins.



► Forms

- Employee's Serious Health Condition – WH-380-E
- Family Member's Serious Health Condition – WH-380-F
- Qualifying Exigency (Military) – WH-384
- Military Caregiver Leave of a Current Servicemember – WH-385
- Military Caregiver Leave of a Veteran – WH-385



- [Employer Guide](#)
- [Employee Guide](#)

Paid Family Leave (PFL)

- ▶ Available only to eligible UUP represented employees and M/C staff.
 - ▶ working at least 20 hours per week, if have worked 26 consecutive workweeks, or
 - ▶ working less than 20 hours per week, if have worked 175 workdays in a 52-week period.
- ▶ For 2025, pays 67% of employee's weekly wage, not to exceed \$1,177.32 per week.
- ▶ The purpose is to help employees with work-life balance by providing a paid leave alternative to charging paid leave accruals for leaves of absence to attend to family needs associated with:
 - ▶ the birth or placement of a biological, adopted, or foster child (first 12 months),
 - ▶ a family member's serious health condition (physical or psychological care), or
 - ▶ a call to active duty in the U.S. armed forces (qualifying exigency).

PFL Continued

- Should provide at least 30 days' notice.
- Definitions:
 - Child - a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis.
 - Domestic Partner - has the same meaning as set forth in Section 4 of the Workers' Compensation Law.
 - Serious Health Condition - an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility, continuing treatment or continuing supervision by a health care provider. Continuing supervision by a health care provider includes a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective where the family member is under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
 - Parent - a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.
 - Family Member - a child, parent, grandparent, grandchild, spouse, or domestic partner as defined in this section. Effective in 2023, siblings, including biological siblings, adopted siblings, step-siblings, and half-siblings are included in this definition.
 - Grandchild - a child of the employee's child.
 - Health Care Provider - a physician, physician's assistant, chiropractor, dentist or dental hygienist, physical therapist or physical therapy assistant, nurse, midwife, podiatrist, optometrist, psychologist, social worker, occupational therapist, speech-language pathologist, mental health practitioner, or any person licensed under the NYS Public Health Law.
 - Grandparent - a parent of the employee's parent.
 - Providing Care - Physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services.



Paid Family Leave

Forms

- [SUNY PFL Bonding Packet](#)
- [SUNY PFL Care of Family Packet](#)
- [SUNY PFL Military Packet](#)

Resources

- [SUNY PFL](#)
- [Weekly Wage Benefit Calculator](#)



Paid Parental Leave (PPL)

- ▶ Available to CSEA, PBANYS, MC and UUP employees.
- ▶ 12 weeks of full pay for the birth of a child or placement of a child for adoptive or foster care.
- ▶ Available once every 12-month period & must be used on a continuous basis within 7 months of qualifying event.
- ▶ Must be at least 50% upon completion of six months of State service.
- ▶ More information on Paid Parental Leave for New York State Employees can be found [here](#).



Accrued Time: Holiday, Vacation, Sick & Personal

- ▶ Holiday – CSEA, Calendar Year UUP, College Year Full UUP, PBANYS & MC
 - ▶ Vacation – CSEA, Calendar Year UUP, College Year Full UUP, PBANYS & MC
 - ▶ Sick – CSEA, UUP, PBANYS & MC
 - ▶ Personal – CSEA & PBANYS
 - ▶ Sick Leave at Half Pay (CSEA) – for personal illness, must be a permanent employee with at least one year of State service, all accrued leave must be exhausted, shall not exceed one payroll period for each six months of service.
-
- ▶ Need to request as soon as you are able.
 - ▶ Absences charged to sick that are 4 days or greater in duration may require a doctor's note.
 - ▶ Become familiar with the appropriate collective bargaining agreements.



Other Leaves

- ▶ **Seven-Month Child Care Leave (UUP)** – Child Care Leave following birth or adoption that expires one year from the date of birth or adoption of the child.
- ▶ **Maternity and Child-Rearing Leave (CSEA)**- Child Care Leave following birth or adoption that expires one year from the date of birth or adoption of the child.
- ▶ **Extraordinary Circumstances (All Employees)** – An employee who has reported for duty and, because of extraordinary circumstances beyond the employee's control, is directed to leave work, shall not be required to charge leave credits.
- ▶ **Tardiness – Volunteer Fire fighters & Emergency Squad (CSEA)** – A reasonable amount of tardiness caused by direct emergency duties of duly authorized volunteer ambulance squad members, volunteer fire fighters and enrolled civil defense volunteers. Satisfactory evidence that the lateness was due to such emergency duty may be required.

Other Leaves Continue

- ▶ **Voluntary Reduction in Work Schedule (CSEA, UUP and M/C)** – a program allowing full-time, annual-salaried employees to voluntarily reduce their work hours and salary for a specified period in exchange for earning leave credits. Employees must have one year of continuous SUNY service, and participation requires a minimum one-biweekly payroll period of full-time service prior to entry. Agreements can last up to 26 biweekly pay periods, must be for a minimum of 5% reduction in salary, and are subject to departmental approval based on operational needs.
- ▶ **Bereavement (UUP, PBANYS, CSEA and M/C)** - Leave for Bereavement or Family Illness - Employees are allowed to charge absences from work in the event of death or illness in the employee's immediate family* against accrued sick leave credits up to a maximum of 30 days in any one calendar year. Requests for leave for bereavement or family illness shall be subject to the approval of the appointing authority; such approval shall not be unreasonably withheld.
- ▶ **Sabbatical (Academic Employees)** - academic employees must have a continuing appointment and have completed at least six consecutive years of service. Applications are typically reviewed and approved by the department chair, dean, and president, and applicants are required to submit a detailed proposal of their professional plans.

Other Leaves Continue

- ▶ **Military Leave (All Employees)-** Any State employee entering active military duty is entitled, as a matter of right under the Military Law, to a leave of absence without pay from his/her position while engaged in, and while going to and from, military duty but not exceeding a cumulative total of four years for voluntary service. This is not a matter within the discretion of the appointing authority. The right applies to reservists, volunteers and draftees.
 - ▶ Temporary, provisional and seasonal employees are entitled to this leave of absence, but not beyond the time that their service would normally have been terminated for reasons other than their military duty. Their positions do not have to be held open for their return.
 - ▶ An exempt class employee is entitled to a leave only until his/her position is filled by permanent appointment. He/She may, however, at the discretion of the appointing authority, be continued on leave and his/her position filled on a temporary basis pending his/her return.
- ▶ Only employees who are members of the National Guard or any reserve force who are called to active duty (including attendance at service schools and the initial period of three to six months of active duty required by the Reserve Forces Act) by a competent authority (with or without the consent of the employee) are entitled to military leave with full pay.
- ▶ Military leave with full pay up to 30 calendar days (not work days) may be granted to such employees in any calendar year or in any one continuous period of absence. Not more than 30 calendar days may be granted for a single tour of duty.
- ▶ A reservist may be called to active duty for a five-day period (Monday - Friday), released from such duty for the weekend, and immediately recalled for a second five-day period (Monday - Friday). Such reservist is on military leave with pay for only ten calendar days. If normally required to work on weekends, he/she is expected to report for work during the intervening weekend unless his/her work schedule is changed.
- ▶ A reservist holding a part-time, per diem or hourly position who is eligible for military leave with pay should receive the pay during the first 30 days of such leave that he/she otherwise would have received had he/she been present and worked his/her normal work hours during that 30-day period.
- ▶ An employee is eligible for military leave with pay to attend weekly drills if these drills are held during the employee's regular working hours. Such leave is subject to the 30 calendar day limitation. The 30-day military leave with pay allowance must be used in full day units. Therefore, if an employee is absent on military leave with pay for only a few hours to attend a weekly drill, he/she loses a full day of his/her 30-day entitlement. Whenever practicable the appointing authority should consider revising the employee's shift or pass day schedule to avoid drills during work hours.

Other Leaves Continued

- ▶ **Other Leaves for Academic & Professional Employees (UUP)** – The College President may grant other leaves of absence for employees at full salary or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leaves of absence without salary may also be granted under appropriate circumstances for the purpose of child care.
- ▶ **Licensure / Certification (CSEA)** – An employee in a position which requires certification or a professional license as a minimum qualification, may be allowed up to 3 days leave per contract year, without charge to leave credits to attend a program(s) which are verified as required for the employee to maintain such license or certification.
- ▶ **Jury Duty (All Employees)** – With proof of jury service, an employee will be granted leave with pay without charge to accruals.

Other Leaves Continued

- ▶ **Workers' Compensation (All employees)** – [Workers' compensation](#) is insurance, paid for by the employer, that provides cash benefits and medical care if you become disabled because of an injury or illness related to performing your job. All NYS employees are covered by the Workers' Compensation Law. If death results from a work-related injury or illness, benefits are payable to your surviving spouse and/or other dependents. The insurance carrier for state employees is the [New York State Insurance Fund \(NYSIF\)](#).
 - ▶ [Workers Compensation for NYS employees](#)
 - ▶ Forms and [information for employees](#) who suffer a work-related injury or illness; employees suffering a work-related injury or illness must report it to their [campus HR/Benefits office](#)
 - ▶ [NYS CS Time & Attendance Manual](#) (for Classified service staff)-Absence With Pay (Part 21) Section 21.8 - Worker's Compensation Leave
 - ▶ [Workers Compensation Leaves and NYSHIP](#) (HBA Manual for NYS employees)
- ▶ **Long-Term Disability (UUP and MC)** - employees who are full-time or are part-time and are eligible for health insurance are eligible to participate in the [SUNY Long-Term Disability \(LTD\) insurance program](#), administered by The Standard. The Standard also offers the Workplace Possibilities Program, which is a service designed to keep employees healthy at work, and help employees on disability recover more swiftly so they can return to work.
- ▶ **Section 72 Leave** - involuntary leave for non-occupational disability under New York State Civil Service Law Section 72. It allows public employers to place an employee on leave if they are deemed mentally or physically unable to perform their duties, with specific procedures including a hearing and appeal rights..



Nicole M. Field

Director of Personnel & Affirmative Action
Ethics Officer, Designee for Reasonable
Accommodations & Deputy Title IX Officer

Knapp Hall Room 123

(518) 255-5514

fieldnm@cobleskill.edu