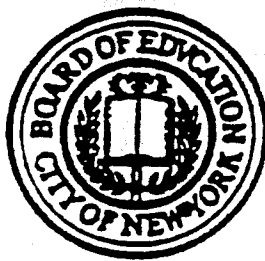


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PUBLIC SCHOOLS

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*Chancellor*

# PER SESSION

Employee Guide'  
to  
Rules and Regulations

## PER SESSION Q & A

### TRANSFER OF SICK LEAVE

The current Collective Bargaining Agreement between the UFT and the Board of Education contains changes affecting per session employment. It specifically provides for the transfer of unused per session sick leave to the regular cumulative absence reserve (CAR). A new form was developed for this purpose - OP175S (Please see Attachment A.)

The following Q&A format should serve to answer some of the questions which arise concerning the completion of the form and computation of transferred sick leave.

Question ▶ I work in a per session activity between September and June. When do I accrue sick leave?

Answer You earn 1 session of sick leave for each 20 sessions of service. For example, you work in an after school program which meets 3 times a week from 3:00 - 5:00 pm, for 8 weeks, totalling 24 sessions. Each session is 2 hours long. Once you have served 20 sessions, you earn 2 hours of sick leave, which can be used for a paid absence in one of the remaining 4 sessions, or if you do not use sick time, 2 hours will be transferred to your regular CAR. (Please see Attachment A.)

Question ▶ What happens to the extra 4 days? Do I earn anything?

Answer No. There is no pro rata accrual. Each 20 sessions served earns 1 session of sick leave.

Question ▶ I am a coach. There is no typical session for me, but at the end of the program I will have completed 120 hours in the activity. How is my sick leave determined?

Answer At the end of 20 sessions, regardless of the number of hours in each session, the timekeeper adds up the hours worked in the 20 session period. This total is then divided by 20 to arrive at the average length of a session for sick leave transfer purposes. For example, after 20 sessions, a total of 30 per session hours have been served. This employee has accrued 1 hour, 30 minutes of sick leave, either to be used during the remainder of the activity or to be accumulated and transferred at the end of the activity.

Here are some additional examples for a 50 session program in which a total of 100 hours is served:

1st 20 sessions → 30 hrs served = 1 hr, 30 min. earned sick leave.  
2nd 20 sessions → 60 hrs served = 3 hr, 00 min. earned sick leave.

Remaining 10 sessions → 15 hrs served = no earned sick leave.

Question ▶ If I am permitted to reschedule a session in the event that I am unable to work on a regularly scheduled day, do I still accrue sick leave?

Answer Yes. At the end of each 20 session period you will still earn sick leave as previously described.

Question ▶ Do the same rules apply during the summer?

Answer No. Employees who are permanently assigned to Summer Programs during the first five (5) days of the program and who serve the complete month of July are granted one session of sick leave for July. If they continue to serve through the end of the program in August, an additional session of sick leave is granted. A session consists of the number of hours in a normal day of the program.

Question ▶ What if the program officially ends before the end of August, do I still earn sick leave for that month?

Answer Yes. One session is earned.

Question ▶ How do I determine a typical sick leave session during the summer if there is no "normal" day?

Answer To determine a session for sick leave purposes, you divide the total number of hours served during that month by the number of days served in that month. For example, during the month of July you work a total of 88 hours in 22 days. You would earn 4 hours of sick leave ( $88 \div 22$ ) which, if not used, would be transferred to your CAR upon program completion. To continue with this example, if you work a total of 45 hours in 15 days until the completion of the program on August 20, you would earn 3 hours of sick leave ( $45 \div 15$ ).

Question ▶ Can I combine per session programs for sick leave accrual purposes? For example, I currently work in 2 separate per session activities. One program takes place before school and the other is an after-school program. After 10 days of service in each program, I will have served a total of 20 days. Am I eligible for sick leave?

Answer No. You must serve for 20 days in each program before you can accrue any sick leave. Additionally, sick leave earned in one activity cannot be used in another activity. It is either used in that activity or transferred to the teacher's CAR.

Question ▶ What happens to my sick leave once it is transferred to my CAR. For example, if 8 hours of sick leave are transferred to my CAR, what happens to that time at the end of the school year?

Does it get converted to days? If so, what about any remaining hours and minutes?

Answer Transferred sick leave is converted consistent with the contractual definition of your work day as stated in the Collective Bargaining Agreement which covers you in your regular assignment. For example, a day for teachers serving in schools is six hours and twenty minutes. In the previous example, if you are a teacher assigned to a school, the 8 transferred hours of sick leave would be converted to 1 day, 1 hour and 40 minutes. The hour and forty minutes remains in your CAR as is. It is not rounded up or down. Transferred sick leave is converted in this manner regardless of the per session activity you were serving in when the sick leave was earned.

Question ▶ The Per Session Unused Sick Time Transfer Form (OP 175S) is a multi-part form. How are the copies distributed?

Answer After Form OP 175S is completed, copies are distributed as follows:

Employee Copy (white) - Keep for your records.

Payroll Secretary/Principal Copy (pink) - Submit to your home school payroll secretary within 30 days of completion exclusive of weekends, holidays and vacations.

Per Session Supervisor Copy (light yellow) - Kept by the supervisor of the per session activity.

Financial Management Center Copy (dark yellow) - Kept by payroll secretary of the per session activity.

Central Coordinator of Activity Copy (blue) - This copy is kept by the Community School District or Central Office (e.g., Division of Special Education, Division of High Schools) and is used for reimbursement purposes, if applicable. Otherwise, it is an extra copy.