



NEW YORK CITY PUBLIC SCHOOLS

JOSEPH A. FERNANDEZ
CHANCELLOR

MEMORANDUM

March 5, 1992

TO: DAVID BASS
FROM: Gary Barton *Gary Barton*
SUBJECT: Sick Leave for Per Session Employees

In January of this year a meeting was held with you, Ray O'Brien, Tom Seluga and Steven Catalano concerning various per session issues. The outcome of the meeting was summarized in my January 15, 1992 memorandum to you. See copy attached.

The Division of Human Resources continues to receive inquiries from the field concerning this topic. Below please find examples of these questions and the Division of Human Resources' response:

Question: Do all Per Session activities accrue sick leave?

* DHR Response: All per session employees covered by the UFT Collective Bargaining Agreement earn one session of sick leave for every 20 consecutive sessions served. This includes per session activities that have a flexible work schedule (i.e., coaching, yearbook committee, curriculum writing) and can reschedule a session if the employee is absent from their per session assignment due to illness.

Question: How do we calculate sick leave for an activity that has a varying schedule?

DHR Response: After 20 consecutive sessions, the total per session hours reported on the service report should be divided by 20 to determine a typical session for sick leave purposes. For example, a per session activity is scheduled for two days a week during the regular school year, Wednesdays (2 hours) and Saturdays (4 hours). After 20 consecutive sessions, the employee will earn 3 hours of sick leave. This is determined by dividing the 60 hours of per session service by 20. If the sick leave is unused the employee is entitled to 3 hours to be credited to his/her CAR.