



NEW YORK CITY PUBLIC SCHOOLS

JOSEPH A. FERNANDEZ  
CHANCELLOR

OPERATIONAL MEMORANDUM #51

March 1, 1993

TO: HIGH SCHOOL SUPERINTENDENTS  
HIGH SCHOOL PRINCIPALS  
UNIT HEADS

FROM: John J. Ferrandino *John J. Ferrandino*  
Superintendent In Charge Of Operations

SUBJECT: Sick Leave for Per Session Employees

In response to recent inquiries regarding the accrual and transfer of per session sick leave, I requested clarification of this issue from the Division of Human Resources. The following is a summary of their response.

- All CSA & UFT-represented pedagogical per session employees accrue sick leave.
- The above rule applies equally to activities with a flexible schedule, i.e., where an employee can reschedule sessions they are unable to attend (curriculum).
- Sick leave for activities with varying schedules is calculated by dividing the total per session hours reported after 20 consecutive sessions by 20. For example, if a per session employee worked 20 consecutive hours sessions without an absence and accumulated 100 per session hours, the 100 hours is divided by 20 to arrive at a sick leave accrual of 5 hours.
- Personnel Memo # 65 dated June 11, 1991 and Personnel Memo # 61 dated June 16, 1992 are revisions to Chancellor Regulation C175 on per session employment.

If you have any questions concerning this matter, please do not hesitate to contact Pete Taurasi at (718) 935-3643.

JJF:km