

To: Faculty & Staff

From: Office of Human Resources

Date: September 27, 2023

Re: CUNY COVID-19 New York Sick Leave Update

---

CUNY has advised that employees who are subject to a mandatory or precautionary order or quarantine or isolation due to COVID-19 may still be eligible for New York (NY) authorized COVID Sick Leave.

#### Duration of Leave

Employees who have tested positive for COVID-19 and are unable to work remotely – due to the nature of their job duties or because they are too sick to do so – are eligible for up to 14 calendar days or 10 working days of COVID Sick leave at their regular rate of pay.

#### Eligibility

Employees are only eligible for COVID Sick Leave, while they are subject to a mandatory or precautionary order of quarantine or isolation as verified by medical documentation from a healthcare provider and/or positive COVID test from a medical provider or facility. To determine eligibility, employees should submit their documentation to Mr. Javier Murcia, HR/Benefits Assistant at [jmurcia@ccny.cuny.edu](mailto:jmurcia@ccny.cuny.edu).

Employees must also complete a COVID-19 [New York Sick Leave application](#) and this too should be submitted to Mr. Murcia, HR/Benefits Assistant at [jmurcia@ccny.cuny.edu](mailto:jmurcia@ccny.cuny.edu).

As per current CDC Guidance, employees who test positive for COVID-19 are required to isolate for five (5) days. Employees who require isolation for more than five (5) days will be expected to provide medical documentation in support of this.

#### Rate of Pay

Full-time employees will be paid their regular rate of pay while on approved COVID Sick Leave. Part-time employees approved for COVID Sick Leave will be paid for the number of days/hours they would have otherwise received during their normal work schedule.

#### Maximum Amount of Leave

Beginning October 1, 2021, an employee may qualify for up to three instances of COVID Sick Leave. In no event shall an employee qualify for COVID Sick Leave for more than three cases of quarantine or isolation. The second and third cases of quarantine or isolation must be based on a positive COVID test from a medical provider or facility and/or medical documentation from a healthcare provider. The required documentation must be submitted to the Mr. Murcia, HR/Benefits Assistant at [jmurcia@ccny.cuny.edu](mailto:jmurcia@ccny.cuny.edu).

Should you have any questions, please send them to HR/Benefits at [benefits@ccny.cuny.edu](mailto:benefits@ccny.cuny.edu).