



PERSONNEL MEMORANDUM NO. 5 2019-2020

March 11, 2020

TO: Executive Superintendents, Superintendents, Principals, BCO Executive Directors, BCO Deputy Directors, Chief Executives and Heads of Offices, HR Directors, School Secretaries
FROM: Tomas Háanna
Chief Human Capital Officer, Division of Human Capital
RE: Daily Timekeeping Entry and Use of CAR/Sick days Related to COVID-19

The following timekeeping process and rule changes relate to absences due to COVID-19.

I. Daily Timekeeping Entry

In order to support the sufficient staffing of schools and offices during the COVID-19 outbreak, it is essential that there be an accurate daily record of attendance. Therefore, all entries into the Employee Information System (EIS) for Q bank staff as well as absence entries for staff on Cybershift should be made on a same day basis and as early as possible each day (to the extent that timekeeping period is open for same day entry). Staff on Cybershift who are absent should notify their timekeepers/supervisors who should make the entry on their behalf. This daily entry requirement includes all absences including but not limited to those related to COVID-19. Subsequent edits to the initial absence entry and collection of documentation should still be done as applicable and appropriate.

II. Use of CAR/Sick Days for COVID-19 Related Absences

Care of Family Member

Certain COVID-19 related absences may be taken without a charge to the employee’s leave (sick or CAR) balances. See [Payroll Memorandum 13](#) for details. In addition, employees shall be permitted to utilize CAR or sick days, over the existing limit of three such days per year, to either (a) care for a family member who is home due to COVID-19 related illness or self-monitoring or (b) care for a minor whose school has been closed for COVID-19 related reasons

Discipline and Documentation

Please note that when an individual is absent for COVID-19 related reasons and such absence is not otherwise covered by the conditions outlined in Payroll Memorandum 13, the employee must utilize their own leave time. However, during the COVID-19 outbreak period an employee’s absence related to their own health or for the care of a family member as set forth above shall not be deemed to be excessive or

used as the basis for discipline. Further, to not overwhelm medical and public health officials, when using their CAR or sick days, rules regarding the need to provide documentation after a certain number of days of absence will be relaxed until further notice and employees may self-certify the reason for such COVID-19 related absences without the need to provide outside documentation. Supervisors reserve the right to request follow-up documentation if there is a question about the reasonableness of the time taken or other concerns.

Borrowing Days

All employees who exhaust their CAR or sick leave balance will be permitted to borrow up to 30 additional CAR or sick days for use for COVID-19 related absences. This 30 additional days is inclusive of the number of days already permitted to be borrowed.

Absence without Pay

A unique timekeeping code is being developed that will allow employees who have exhausted their CAR or sick days to allow them to be absent without pay for COVID-19 related reasons. Employees utilizing this absence without pay will maintain benefits, accruals, and holiday/vacation/weekend pay as applicable to their title. At this time, the use of this timekeeping code will be available through the end of the 2019-20 school year only.

Questions regarding timekeeping related to this memo may be emailed to COVIDtimekeeping@schools.nyc.gov.