



Yeshiva University

## YESHIVA UNIVERSITY Temporary Schedule Change Policy

### Policy:

Yeshiva University is committed to providing employees with the right to temporarily change their work schedule in accordance with New York City's (NYC) Temporary Schedule Change Law: [NYC's Temporary Schedule Change Law](#)

### Scope:

This Policy applies to all Yeshiva University faculty, staff (including temporary and casual staff) and student employees who have been employed by the University for 120 days or more and have worked 80+ hours within a calendar year (January 1 - December 31).

### Definitions:

A ***“Temporary Schedule Change”*** means an adjustment to an employee's usual schedule. This can include: using short-term unpaid leave, paid time off, working remotely, or swapping or shifting working hours. Eligible employees may request to change their work schedule, for certain ***“personal events,”*** up to two occasions within a calendar year: either two (2) separate occasions, each totaling one (1) business day, or one (1) occasion for up to two (2) business days.

A ***“Personal Event”*** can be any of the following:

- The need to care for a child under the age of 18
- The need to care for a “care recipient,” who is a person with a disability who is a family or household member and relies on the employee for medical care or to meet the needs of daily living
- The need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee's minor child or care recipient is a party
- Any other reason for which the employee may use leave under Yeshiva University's Sick Leave policies or applicable Collective Bargaining Agreement

***“Family Members”*** include:

- Any individual whose close association with the employee is the equivalent of family
- Child (biological, adopted, or foster child; legal ward; child of an employee standing in loco parentis)
- Grandchild
- Spouse
- Domestic Partner
- Parent
- Grandparent
- Child
- Parent of an employee's spouse or domestic partner
- Sibling (including a half, adopted, or step sibling)
- Any other individual related by blood to the employee

## Procedure:

### Employee Responsibility:

To request a temporary schedule change, employees should submit requests to their immediate supervisor/manager.

The request must include:

1. Date of the temporary schedule change
2. That the change is due to a personal event
3. Proposed type of temporary change, such as using unpaid time off, a schedule swap, or change in work hours

Employees may request a schedule change verbally (for example, in person or by phone), but must submit a written request within two (2) business days upon their return to work, using the [Temporary Schedule Change Form](#).

### Supervisor/Manager Responsibility:

The Supervisor/Manager must respond immediately to the request and will provide a written response within fourteen (14) days. The response must include:

1. Whether the request was granted or denied
2. How the request was accommodated (if granted), or the reason for denial (if denied). The only two lawful reasons for denying a request are:
  - a) if the employee exceeded the number of allowable requests under the law or
  - b) if the employee did not have a qualifying reason for the request
3. Number of requests the employee has made for temporary schedule changes
4. How many days the employee has left in the calendar year for temporary schedule changes

**Note:** If the employee does not submit a written request, the Supervisor/Manager is not required to provide a written response; however, the request cannot be denied because the employee did not submit a written request.

## Recordkeeping

The University must retain electronic records documenting its compliance with the law for three (3) years unless another law requires that records be maintained for a longer period.

## Complaint Procedure

Employees can file a complaint with the Department of Consumer Affairs (DCA), Office of Labor Policy & Standards (OLPS) for the University's non-compliance with the law. Go to [nyc.gov/dca](http://nyc.gov/dca) or contact 311 (212-NEW-YORK outside NYC) and ask for "Temporary Schedule Change Law."