

# Employee Request to Make up Missed Work as Alternative to Using Earned Safe and Sick Leave

FOR EMPLOYEE USE			
Employee Name:		Date Request Made:	
Employee ID:		Manager/Supervisor:	
Department/Group:		Location:	
<b>I am requesting to:</b>			
<input type="checkbox"/> <b>Work additional hours. OR</b> <input type="checkbox"/> <b>Swap shifts instead of using earned safe and sick leave for the following date(s) and time(s):</b>			
Date of Absence:		<input type="checkbox"/> Full Day/Shift	From ___:___ a.m./p.m. To ___:___ a.m./p.m.
Date of Additional Hours/ Shift:		<input type="checkbox"/> Full Day/Shift	From ___:___ a.m./p.m. To ___:___ a.m./p.m.
<b>Please check one.</b>	<input type="checkbox"/> Within the 7 days before absence (only if planned) <input type="checkbox"/> Within the 7 days after absence	<b>Name of Employee (if swapping shifts):</b>	
Date of Absence:		<input type="checkbox"/> Full Day/Shift	From ___:___ a.m./p.m. To ___:___ a.m./p.m.
Date of Additional Hours/ Shift:		<input type="checkbox"/> Full Day/Shift	From ___:___ a.m./p.m. To ___:___ a.m./p.m.
<b>Please check one.</b>	<input type="checkbox"/> Within the 7 days before absence (only if planned) <input type="checkbox"/> Within the 7 days after absence	<b>Name of Swapping Employee (if swapping shifts):</b>	
<b>Signature of Employee</b>			<b>Date Signed</b>

## IMPORTANT INFORMATION FOR EMPLOYEES

- Under New York City's Earned Safe and Sick Time Act (Paid Safe and Sick Leave Law), you can request to make up the scheduled hours you missed or will miss and not use safe or sick leave for the absence. You may request to work additional hours or swap shifts with a coworker within the seven (7) days after your absence. If your absence is planned, you may also request to work additional hours or swap shifts with a coworker within the seven (7) days before your planned absence. (*Exception:* If you are an adjunct professor employed at an institute of higher education, you may work additional hours at any time during the academic term.) Your employer cannot require you to work additional hours as an alternative to or in addition to using safe or sick leave.
- FINDING A REPLACEMENT:** The Paid Safe and Sick Leave Law prohibits your employer from requiring you to search for or find a replacement employee for the hours you are scheduled to work and plan to use safe or sick leave.
- RETALIATION PROHIBITED:** The Paid Safe and Sick Leave Law prohibits your employer from taking negative actions against you for requesting safe or sick leave, using safe or sick leave, attempting to exercise any other rights protected by the Paid Safe and Sick Leave Law, or that would deter you from exercising your rights under the law. If you believe your employer has taken unlawful retaliatory action against you, you may file a complaint with the New York City Department of Consumer Affairs online at [nyc.gov/dca](http://nyc.gov/dca) or by calling **311**.

FOR EMPLOYER USE ONLY			
Determination:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date of Determination:
Determination by:			Reason, If Denied:
<b>Provide a copy of this completed form to the employee making the request.</b>			