

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

FOR EMPLOYEE USE			
Date Request Made:			
Employee Name:		Employee ID:	
Department/Group:		Manager/Supervisor:	
Location:			

**I am requesting to:**

- Work additional hours. OR**  
 **Swap shifts instead of using earned sick leave for the date(s) and time(s) listed below.**

Date of Absence:		<input type="checkbox"/> Full Day/Shift	<input type="checkbox"/> Other From ___:___ a.m./p.m. To ___:___ a.m./p.m.
Date of Additional Hours/ Shift:		<input type="checkbox"/> Full Day/Shift	<input type="checkbox"/> Other From ___:___ a.m./p.m. To ___:___ a.m./p.m.
Please check one.	<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	<input type="checkbox"/> Other From ___:___ a.m./p.m. To ___:___ a.m./p.m.
Date of Additional Hours/ Shift:		<input type="checkbox"/> Full Day/Shift	<input type="checkbox"/> Other From ___:___ a.m./p.m. To ___:___ a.m./p.m.
Please check one.	<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>	

<b>Signature of Employee</b>	<b>Date Signed</b>
------------------------------	--------------------

**IMPORTANT INFORMATION**

- Under New York City's Earned Sick Time Act (Paid Sick Leave Law), you can request to make up the scheduled hours you missed or will miss and not use 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 sick leave.
- **FINDING A REPLACEMENT:** The Paid 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 sick leave.
- **RETALIATION PROHIBITED:** The Paid Sick Leave Law prohibits your employer from taking negative actions against you for requesting sick leave, using sick leave, or attempting to exercise any other rights protected by the Paid Sick Leave 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/consumers](http://nyc.gov/consumers) 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:

**Provide a copy of this completed form to the employee making the request.**