

MEMORANDUM

TO: Occupational and Physical Therapists Employed by the New York City
Department of Education

FROM: Helen Kaufman
Administrative Assistant Superintendent, Office of Clinical and Support
Services

SUBJECT: Timekeeping Procedures

As Occupational and Physical Therapists, employed by the New York City Department of Education, you are considered administrative employees. In this regard, the Office of Clinical and Support Services is writing to remind you of the Department's requirements for recording your time and attendance.

I. Full-time Employees

- Full-time providers are entitled to 1 sick day per month
- Always call your school to notify them of your absence.
- Your school payroll secretary will maintain all of your attendance record. Keep your own personal record for your files, as you would keep all other official documents and records.
- It is always a good idea to have a doctor's note for any sick days which are taken. Sick leave of greater than three (3) days **REQUIRES** a doctor's note.
- Therapists who work in multiple sites must have a separate time sheet that is signed by the principal/designee in each school and submitted to the payroll secretary at their main site at the end of each month.
- Therapists who work in multiple sites must call their official payroll secretary as well as the site they will be absent from for that day.
- All therapists should follow the policies and procedures set by their school when recording absence, lateness and sick time

II. Hourly Employees

- Part-time providers are allowed 1 hour of sick time per 20 hours of work
- Part-time employees are expected to follow the same protocol as above (with the exception of accrued sick time.)

- If you are a part time employee, you **MUST** submit accurate timesheets to your payroll secretary
- Sick time (number of hours) for a given pay period **MUST** be indicated on the time sheet for that particular pay period.

Remember: If you work in more than one site, you must keep a separate timesheet that accurately reflects your hours in each site listing the time you arrived and left each site location. It is required that you provide the building principal/designee with an updated copy of your weekly work schedule that accurately reflects your work activities. Additionally, you must have your timesheets signed by the principal/designee in each school in which you are providing service on a monthly basis.

Please feel free to telephone your in-discipline supervisor (OT/PT Department 917-256-4276 (OT), 4277 (PT), if you have any further questions regarding timekeeping procedures.

As always, thank you for your cooperation.