

DID YOU KNOW?

Quarter Day Rule

What is the “quarter day rule”?

The quarter day rule is a SUNY stipulation that a professional employee who takes time off for medical appointments, must be away from work for more than two hours at a time (or 1/4 day) before that time must be charged to vacation or sick day accruals.

Some employees, when they have taken take off less than two hours to see a doctor have been told:

1. They must charge that time to their vacation or sick time accruals *immediately*

or

2. They must save up these short periods of time off until, when added together, they total two hours or 1/4 day, and *then* charge that time to their accruals.

Both orders are contrary to SUNY directives

In the first instance - a) -- It would mean that professional employees are being treated as hourly employees, making them subject to the Fair Labor Standards Act, something SUNY does not want for many reasons, including being eligible for overtime. In the second instance – b) – the employee’s time sheets – which are legal documents -- would be inaccurate.

Therefore, as per SUNY instructions, professional employees should *not* charge accruals for absences of less than 1/4 day. They may, however, **be expected to make up the time they missed, if that time off has an impact on their professional obligation** (i.e., ability to perform duties cited in their performance programs within a reasonable time frame.)