Benefits: Pittsburgh Sick Day Act – Submitting a Request
Audience: Eligible Employees

Overview
The City of Pittsburgh Paid Sick Days Act (PSDA) is effective beginning March 15, 2020. PSDA gives eligible employees and student workers 1 hour of sick time for every 35 hours worked within the geographic boundaries of the city of Pittsburgh for a maximum of 40 hours of paid sick time in a calendar year.

Eligible employees and student workers may use Pittsburgh paid sick time for their own or a family member’s illness or medical care and for other reasons listed in the ordinance related to public health emergencies. Respective colleges and divisions are responsible for the costs associated with this new benefit. Eligible employees and student workers are not paid out for unused sick time at the time of their separation from CMU.

Requesting Paid Sick Time Via Workday
Employees must notify the supervisor of the need to use paid sick time by submitting a request through Workday. This document provides the instructions for submitting a request through Workday.

When the need to use paid sick days is foreseeable, the employee must submit a request through Workday in advance. When the need to use paid sick days is not foreseeable (e.g. due to sudden illness or emergency), the employee should provide notice to the supervisor and submit a request through Workday at least one (1) hour before the beginning of the employee’s normal schedule or as soon as possible under the circumstances.

Eligible Employees and Student Workers
Employees and student workers working in the city of Pittsburgh who are not otherwise eligible for paid time off, floating holidays, vacation, sick and/or personal days are eligible for Pittsburgh paid sick time. At CMU, this includes the following position types:

- Part-time nonexempt and exempt staff
- TES part-time and full-time staff
- Student workers
- Fixed-term nonexempt and exempt full-time staff (with a fixed term of less than 4 months)
- Faculty, including 9-month special faculty and adjunct faculty

Please Note: Limited exceptions may apply to the groups listed above. Please consult Leaves Administration.
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Submitting a Pittsburgh Paid Sick Time Request

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| 1    | Log in to Workday:  
1. Select the Workday Login icon found on the HR Service Center website at [https://www.cmu.edu/hr/service-center/hr-systems.html](https://www.cmu.edu/hr/service-center/hr-systems.html).  
2. The Web Login page displays. Enter your Andrew ID and password and select Login.  
3. Complete DUO authentication – choose an option:  
   a. DUO Push (smart phone or tablet): click Send Me a Push  
   b. Passcode (one-time code via DUO mobile app or DUO hardware token): click Enter a Passcode  
4. Use your device or hardware token to complete the authentication: |
| 2    | From your Workday homepage, select the Pay worklet/application. |
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**Audience:** Eligible Employees

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<tr>
<td>3</td>
<td>Select the <em>Create Pittsburgh Paid Sick Time Request</em> option.</td>
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**Note:** If you do not see “Create Pittsburgh Paid Sick Time Request” as an option in the External Links, you may not be eligible for the benefit. If you think the omission is an error, please contact Leave Administration for assistance.

| 4    | The Create Request screen opens. From the Request Type dropdown, select **All** and **Pittsburgh Paid Sick Time Request** radio button below **All**. |

| 5    | To open the form, select **OK**. Note the link to Pittsburgh paid sick time eligibility information at the top of the form. You can click on that to learn more about eligibility, and then close the window to return to the form. |
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### Audience: Eligible Employees

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| 6    | Complete the form with the following information:  
  - Name  
  - Andrew ID  
  - Hire Date  
  - Date(s) requesting  
    
  - Hours not worked on dates absent  
  - Position scheduled to work on dates absent  
  - Pay rate  
  - Work location  

| 7    | To submit the form, select **Submit**. Note that whether the field is required is noted for each field. If any required fields are left blank, the form will not submit. |

| 8    | Leaves Administration will notify you via Workday regarding the status of your request. |