



7/1/16

Kronos Users,

Effective July 2015, Massachusetts instituted a sick leave law; as a result, we have added new sick codes to Kronos for tracking/compliance purposes.

Effective May 1, 2016 the following sick pay codes will no longer be used:

Sick Admin
Sick
Diff Sick
PS Diff Sick

The following codes should be used instead:

EXEMPT EMPLOYEES

Admin Sick Family Scheduled
Admin Sick Family UN-Scheduled
Admin Sick Self Scheduled
Admin Sick Self UN-Scheduled

NON-EXEMPT EMPLOYEES

Sick Family Scheduled
Sick Family UN-Scheduled
Sick Self Scheduled
Sick Self UN-Scheduled

Dining Services/Physical Plant NON-EXEMPT EMPLOYEES with differential

Diff Sick Family Scheduled
Diff Sick Family UN-Scheduled
Diff Sick Self Scheduled
Diff Sick Self UN-Scheduled

Public Safety NON-EXEMPT EMPLOYEES with differential

PS Diff Sick Family Scheduled
PS Diff Sick Family UN-Scheduled
PS Diff Sick Self Scheduled
PS Diff Sick Self UN-Scheduled

Scheduled = requested 24+ hours in advance of start of shift /Recommended 7 Days

UN-Scheduled = requested <24 hours in advance of start of shift

If you have any questions regarding the law please refer to the Holy Cross [Sick Policy](#)

