



Dobbs Ferry Employee Sick and/or Family Illness Management Protocol¹

(Effective December 1, 2025)

CSEA: Clerical, Teacher Aide/Teaching Assistant - based on a 7-hour day*

<u>Hours out</u>	<u>Equivalent (Time Deducted in WinCap)</u>
• 7 hours	1.0 (420 minutes - Full Day)
• 6.3 hours	.9 (378 minutes)
• 5.6 hours	.8 (336 minutes)
• 4.9 hours	.7 (294 minutes)
• 4.2 hours	.6 (252 minutes)
• 3.5 hours	.5 (210 minutes - Half Day)
• 2.8 hours	.4 (168 minutes)
• 2.1 hours	.3 (126 minutes)
• 1.4 hours	.2 (84 minutes)
• .7 hours	.1 (42 minutes)
• .5 hours	.07 (30 minutes - Minimum Increment)

DFUT: Based on a 7-hour work day* (Sick Days only)

<u>Hours out</u>	<u>Equivalent (Time Deducted in WinCap)</u>
• 7 hours	1.0 (420 minutes - Full Day)
• 6.3 hours	.9 (378 minutes)
• 5.6 hours	.8 (336 minutes)
• 4.9 hours	.7 (294 minutes)
• 4.2 hours	.6 (252 minutes)
• 3.5 hours	.5 (210 minutes - Half Day)
• 2.8 hours	.4 (168 minutes)
• 2.1 hours	.3 (126 minutes)
• 1.4 hours	.2 (84 minutes)
• .7 hours	.1 (42 minutes)
• .5 hours	.07 (30 minutes - Minimum Increment)

¹ Revised to reflect a change from a 5-hour day for DFUT to a 7-hour day. The DFUT teacher day is 7 hours, 5 minutes at Springhurst, and 7 hours, 13 minutes at the middle and high schools. While average would be 7 hours, 9 minutes, a 7-hour standard is used to provide operational flexibility.

*Increments between the hours stated above will be calculated in 420 minutes and rounded to the nearest 100th.