



NYC Schedule Change Rule **DCA Provides Guidance & Workplace Notice**

As we reported in [February](#), beginning on July 18, employees who work at least 80 hours per calendar year in New York City and who have been employed by their employer for at least 120 days are permitted to request a maximum of two temporary scheduling changes per year for qualifying reasons. Employers must grant an employee's requests for up to two business days in total per year.

The City's Department of Consumer Affairs ([DCA](#)) published [guidance](#) on what constitutes a qualifying reason (such as caring for a child, attending a legal proceeding related to public benefits, or a qualifying event under the City's Paid Safe and Sick Leave Law), and how employees may submit a written request for a temporary scheduling change (an oral request is allowed if the employee then submits a written request upon returning to work). DCA also states that temporary changes may include paid or unpaid time-off, working remotely, or changing work hours. Employers are not required to allow paid time-off for a temporary schedule change, but they cannot require an employee to use paid sick leave.

Employers must post a [notice](#) of employee rights in a conspicuous place in any language that is the primary language for at least 5% of employees at a particular workplace, and should review DCA's answers to [frequently asked questions](#).

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