

DRAFT POLICY

Paid Sick (and other) Leave Benefits

We offer our employees paid leave time in accordance with New York State's Paid Sick Leave Law.

Accruing Your Leave

All employees will accrue sick leave at a rate of one hour for every 30 hours worked. Accruals will begin for existing employees effective September 30, 2020 and for new employees upon their start of employment. Accrued leave will be available for employees to use beginning on January 1, 2021, in accordance with this policy and applicable law.

Paid time off is accrued at a rate of 1 hour for every 30 hours worked, up to 40 hours of sick leave each calendar year. You will be paid your regular rate of pay for this leave time. Leave must be taken in a minimum increment of four hours.

Carryover of Your Leave

Your paid leave benefit may be carried over from one calendar year to the next. However, you may not use more than the maximum benefit outlined above in any given year. You will not be paid for unused sick leave time, either at the end of the calendar year or upon your voluntary or involuntary separation from employment.

Use of Your Leave

This benefit may be used for:

- your, or a family member's, mental or physical illness, injury or health condition, regardless of whether the illness, injury, or health condition has been diagnosed or requires medical care at the time of the leave request;
- the diagnosis, care, or treatment of your, or a family member's, mental or physical illness, injury or health condition; and
- an absence from work when you, or a family member has experienced domestic violence, a sexual offense, stalking, or human trafficking, receives assistance or

attends to related matters after such an event, such as counseling, legal proceedings, or relocation, or “take[s] any other actions necessary to ensure the health or safety of the employee or the employee’s family member or to protect those who associate or work with the employee.”

A “family member” is defined as your child, spouse, domestic partner, parent, sibling, grandchild or grandparent, and the child or parent of your spouse or domestic partner. A “parent” includes a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood *in loco parentis* when the employee was a minor child. A “child” means a biological, adopted or foster child, a legal ward, or a child of an employee standing *in loco parentis*.

Requesting Your Leave

You may request your leave either orally or in writing. We will respond to your request within three business days, and also provide you with a statement of your accrued and used sick leave for the current and/or prior calendar year. After your leave, you will be restored to the same position with the same pay, terms and conditions of employment you enjoyed prior to your leave. Discrimination and retaliation against employees that request or use this leave is strictly prohibited.

Effective _____, 2020