

## **NYS Paid Sick-Safe Time**

January 25,2021

**Part-time** staff may take Paid Sick Time hours. Accrual of paid sick time is 1 hour for every 30 hours worked capping at 40 hours a year. There is unlimited carryover of hours into next calendar years, however no more than 40 hours of Paid Sick Time may be taken within a year. Accrual of paid sick time hours begins on 9-30-2020 and staff may start using accrued hours on 1-1-2021. The Library will not pay an employee for unused sick leave upon such employee's termination, resignation, retirement, or other separation from employment.

### **Permitted uses of NYS Paid Sick Time**

After January 1, 2021, employees may use accrued leave following a verbal or written request to their employer for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

Family member means a library employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent and the child or parent of an employee's spouse or domestic partner.

Parent shall mean 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.

Child shall mean a biological, adopted or foster child, or a legal ward, or a child of an employee standing in loco parentis.

### ***Sick Leave:***

For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or

For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

### ***Safe Leave:***

For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:

1. to obtain services from a domestic violence shelter, rape crisis center, or other services program;
2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
3. to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
4. to file a complaint or domestic incident report with law enforcement;

5. to meet with a district attorney's office;
6. to enroll children in a new school; or
7. to take 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.

**Returning to work**

*Upon return to work following any sick leave lasting longer than 1 day, the employee will submit a permission to return to work.*

See <https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave> for more information.

Paid Leave/Vacation Time

Adopted June 17, 2019

Salaried employees will receive 10 days paid (vacation/sick/personal) leave annually in addition to 6 paid holidays.