

EMPLOYEE SICK LEAVE POLICIES

Full Time Salaried Staff Sick Leave Policy - (eff 010121)

Full time salaried employees will receive paid sick leave in the case of an injury, illness, medical condition or any of the reasons covered by NYS Sick Leave listed below. Sick leave will be accrued at a rate of 3.5 hours per pay period to a maximum of 84 hours. Unused sick time will be rolled over to the next calendar year to a maximum of 84 hours. Employees may take leave in quarter hour increments. This time off benefit may only be used for the ***qualifying reasons** defined below by NYS Sick Leave.

Full Time Hourly Staff Sick Leave Policy - (eff 092020)

Daemen provides full time hourly employees with paid sick/personal leave. Employees will accrue one hour of leave for every 30 hours worked to a maximum of 56 hours of paid leave each year. Accrual starts on an employee's first day of employment and is awarded at the end of each pay period. Employees may carry over accrued, unused leave to the next calendar year to a maximum of 56 hours. Full time employees may take leave in quarter hour increments. Sick/personal leave is paid at the employee's regular rate of pay and does not count toward over time.

This time off benefit may be used for the ***qualifying reasons** defined below by NYS Sick Leave or for personal reasons for full time hourly employees. Whenever possible, sick/personal leave should be scheduled in advance with your supervisor. This leave time if used for personal reasons is not available to extend an employee's vacation.

Part Time Hourly Staff Sick Leave Policy - (eff 092020)

Daemen provides part time hourly employees with paid sick leave in accordance with the NYS Paid Sick Leave Law. Employees accrue one hour of sick leave for every 30 hours worked to a maximum of 56 hours of paid sick leave each year. Accrual starts on an employee's first day of employment and is awarded at the end of each pay period. Part time employees may take leave in quarter hour increments. Employees may carry over accrued, unused sick leave to the next calendar year to a maximum of 56 hours. Sick leave is paid at the employee's regular rate of pay and does not count toward over time. Sick time for part time staff can only be used for the ***qualifying reasons** defined by NYS Paid Sick Leave Law as listed below.

Qualifying Sick Time Reasons

Employees may use sick time for the following qualifying reasons as per NYS Paid Sick Leave Law:

- An employee's or employee's family member's mental or physical illness, injury, or health condition (whether diagnosed or not);
- The diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for medical diagnosis of, or preventative care for an employee or employee's family member.
- An absence from work when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking or human trafficking.

Definitions:

- “Family member” is defined to mean an 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” is defined to mean 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” is defined to mean biological, adopted or foster child, a legal ward, or a child or an employee standing in *loco parentis*.

Job Protection

Employees who take sick leave pursuant to the reasons allowed under the law must be restored to the position of employment held prior to any sick leave taken, including the same pay and other terms and conditions of employment.

No Discrimination, Harassment or Retaliation

Daemen explicitly prohibits discrimination, harassment and/or retaliation against employee who exercises their right to use paid sick leave for any of the reasons covered by NYS Labor Law 196-b. Employees will not be discharged, threatened, penalized or in any other manner discriminated or retaliated against for exercising their right afforded under the paid sick leave law, including requesting and using sick leave.

Long term medical conditions

In the case of an injury, illness, or medical condition that prevents an employee from working for an extended period of time, i.e. over 7 consecutive days (disability, workman’s compensation) please refer to the Medical Leaves of Absence section of the handbook.

Separation of Employment

Sick or personal time is not paid out upon an employee’s termination, resignation, retirement, or other separation from employment.