

EMPLOYEE SICK LEAVE POLICIES

All employees are eligible to accrue paid sick leave benefits upon their date of hire in accordance with the NYS Paid Sick Leave Law. Sick time may be used for any of the qualifying reasons listed below:

- 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*.

Student Sick Leave Policy

Daemen provides paid sick leave in accordance with the NYS Paid Sick Leave Law. Student employees accrue 1.35 hours of sick leave every biweekly pay period to a maximum of 35 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. Employees may take leave in one hour increments. Employees may carry over accrued, unused sick leave to the next calendar year to a maximum of 56 hours.

Student workers may not use paid sick leave hours to add time over and above their regular scheduled work week. Paid sick leave cannot be used to increase hours in a work week over the allowable threshold in accordance with their financial aid award.

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.