

Earning and Using Sick Leave for New York State employees

Valid Leave Reasons

An employee may take leave under New York Law:

A mental or physical illness, injury, or health condition of, or diagnosis, care, preventive care, or treatment for, an employee or employee's family member, defined as child (including biological, adopted, foster, legal ward, or in loco parentis), spouse, domestic partner, parent (including biological, foster, step, or adoptive, legal guardian or in loco parentis), sibling, grandparent or grandchild, child or parent of spouse or domestic partner (with same definitions as child and parent).

Specified reasons due to domestic violence, a family offense, sexual offense, stalking, or human trafficking regarding the employee or employee's family member.

Accruing Sick Leave Time

An employee earns one hour of sick leave for every 30 hours worked commencing upon his/her hire date to a maximum of 56 hours in his/her first calendar year of employment as well as subsequent calendar years.

Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of 56 unused hours into the following calendar year.

Using Sick Leave Time

Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay.

No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.