Protected Sick Leave Policy (PSL)

Up to 40 hours of Protected Sick Leave

Purpose

The purpose of this policy is to provide employees with protected paid sick leave in accordance with the requirements of the New York State Paid Sick/Safe Leave Law. This leave is intended to allow employees to address personal and family health and safety needs.

Eligibility

All employees are eligible to accrue Protected Sick Leave beginning on their first day of employment. Employees may use protected sick leave as provided under this policy regardless of full-time, part-time, or temporary status.

Amount of Leave

Administration, Teachers, Teacher Assistants and Counselors will accrue up to 40 hours of protected paid sick leave, per fiscal year and at the start of employment. This leave is part of your total sick time accrual and is separate from vacation & seniority time, and may only be used for qualifying sick leave purposes under New York State law.

Substitutes will accrue 1 hour of protected sick time for every 30 hours worked and accrual will begin at the start of employment.

Permitted Uses

Protected Sick Leave may be used for:

Employee's Health Needs

- Mental or physical illness, injury, or health condition.
- Medical diagnosis, care or treatment of a mental or physical illness, injury or health condition
- Recovery from illness or medical treatment.

Family Member's Health Needs

To care for a child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or other family member as defined by New York State law who is experiencing a qualifying health condition.

Safe Leave

For reasons related to domestic violence, family offenses, sexual offenses, stalking, or human trafficking involving the employee or a family member, including obtaining services, participating in safety planning, relocating, attending legal proceedings, or protecting health and safety.

Requesting Leave

Employees must submit a time off request to the Program Coordinator as soon as practicable when they need to use protected sick leave. The use of Protected Sick Leave must be designated/noted on the time off request.

When possible, employees should provide advance notice by submitting a time off request of scheduled medical appointments. When advance notice is not possible, employees must notify the Center according to established call-in procedures.

Documentation

The Center will not require medical documentation or verification for absences of fewer than three consecutive scheduled workdays or shifts.

For absences of three or more consecutive scheduled workdays or shifts, the Center will request documentation confirming the need for leave, consistent with New York State law. The Center will not require employees to disclose the nature of an illness, diagnosis, or other confidential medical information.

Protection from Discipline and Retaliation

Employees will not be disciplined, terminated, retaliated against, or otherwise penalized for properly using protected sick leave.

Protected Sick Leave absences will not be counted as occurrences under attendance, absenteeism, or disciplinary policies.

Carryover

Unused protected sick leave will carry over from one fiscal year to the next as required by New York State law. However, a maximum of 40 hours of protected sick leave can be accrued during any fiscal year.

Misuse

Employees who intentionally falsify information related to the use of protected sick leave may be subject to disciplinary action.