

## **Paid Sick Time (Hourly, Non-Exempt employees only) v2**

In April 2020, NYS passed legislation requiring all employers to provide paid sick leave to all employees. Bennett understands the importance of taking care of one's self and immediate families both physical and mental well-being. Effective January 1, 2021, all employees will be provided 5 days of paid sick time annually on the 1<sup>st</sup> of the year or upon hire, which can be used in 4hr increments.

For Non-Exempt employees, any sick time that is not used will be carried into the following calendar year at which time Bennett will pay half of the carried sick time as additional wages in January of the following year if eligible. To be eligible, you must have been hired prior to July 1<sup>st</sup> of the calendar year. Unused sick time at year-end cannot be used next year.

Sick time not used at the time of termination of employment is forfeited. Persons who leave employment and are subsequently rehired (excludes temporary layoffs) are treated the same as a new hire.

The Management Team may, at their discretion, grant additional sick time to individuals on a case by case basis, and based on extenuating circumstances.

Employees may use sick leave following a verbal or written request to their manager for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care as described below.

### 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 the medical diagnosis or preventative care.

### Safe Leave:

- For an absence from work when the employee or employee's family member has been victim of domestic violence as defined by the State Human Rights law, a family offense, sexual offense, stalking, or human trafficking:
  - o To obtain services from a domestic violence shelter, rape crisis center, or other services program;
  - o 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;
  - o 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 proceedings;
  - o To file complaint or domestic incident report with law enforcement;
  - o To meet with a district attorney's office;
  - o To enroll children in a new school; or
  - o 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.