



George's Farm Products, Inc.
160 Kirkland Ave., Clinton, NY 13323
Phone 315-853-5547 Fax 315-853-4745

NYS SICK LEAVE LAW INFORMATION AS OF 1/1/2021

- 1) YOU WILL ACCRUE 1 HOUR OF SICK TIME FOR EVERY 30 HOURS WORKED
- 2) YOU WILL BE ABLE TO USE UP TO 40 HOURS OF PAID SICK TIME PER YEAR
- 3) YOUR SICK TIME WILL CARRYOVER FROM YEAR TO YEAR
- 4) YOU WILL NOT BE ABLE TO CASH OUT YOUR SICK TIME AT ANY POINT
- 5) SICK TIME CAN BE USED FOR SICK OR SAFE LEAVE FOR YOURSELF OR A FAMILY MEMBER – SEE DEFINITION OF SICK/SAFE LEAVE AND FAMILY MEMBER ON NEXT PAGE
- 6) HOURS WERE ACCRUED STARTING FROM SEPT 30TH 2020 – AND CAN BEGIN TO BE USED JAN 1ST 2021
- 7) YOUR AVAILABLE SICK HOURS WILL BE PRINTED ON YOUR PAY STUB EACH WEEK
- 8) SICK TIME CANNOT BE PAID OUT AS OVERTIME NOR CAN ADDITIONAL SICK TIME BE ACCRUED ON SICK HOURS USED.
- 9) WHEN USING SICK TIME, YOU WILL NEED TO USE A MINIMUM OF FOUR HOURS OR MORE EACH INSTANCE USED.
- 10) YOU MUST NOTIFY YOUR SUPERVISOR/EMPLOYER OF YOUR ABSENCE
- 11) YOUR REQUEST TO USE SICK TIME MUST BE SUBMITTED THE SAME DAY YOU ARE USING IT TO:

EMAIL ACCOUNTING@GEORGESFARMPRODUCTS.COM

OR

BY TEXT TO

315-367-2533 (SHELBY)

SICK LEAVE MAY BE USED FOR THE FOLLOWING – PER NYS:

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 for medical diagnosis or preventive care.

Safe Leave:

For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:

- ❖ to obtain services from a domestic violence shelter, rape crisis center, or other services program;
- ❖ 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;
- ❖ 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 proceeding;
- ❖ to file a complaint or domestic incident report with law enforcement;
- ❖ to meet with a district attorney's office;
- ❖ to enroll children in a new school; or
- ❖ 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.

“FAMILY MEMBER” IS DEFINED AS

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 as a 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 as a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

ADDITIONAL INFORMATION AND FAQ'S CAN BE FOUND ON THE NEW YORK STATE DEPARTMENT OF LABOR WEBSITE BELOW.

<https://www.ny.gov/programs/new-york-paid-sick-leave>