

## EMPLOYEE SICK LEAVE POLICIES

### Full Time Salaried Staff Sick Leave Policy - (eff 010121)

Full time salaried employees will receive paid sick leave in the case of an injury, illness, medical condition or any of the reasons covered by NYS Sick Leave listed below. Sick leave will be accrued at a rate of 3.5 hours per pay period to a maximum of 84 hours. Unused sick time will be rolled over to the next calendar year to a maximum of 84 hours. Employees may take leave in quarter hour increments. This time off benefit may only be used for the \*qualifying reasons defined below by NYS Sick Leave.

### Full Time Hourly Staff Sick Leave Policy - (eff 092020)

Daemen provides full time hourly employees with paid sick/personal leave. Employees will accrue one hour of leave for every 30 hours worked to a maximum of 56 hours of paid leave each year. Accrual starts on an emp

Employees may carry over accrued, unused leave to the next calendar year to a maximum of 56 hours. Full time employees may take leave in quarter hour increments. Sick/personal leave is paid at the s regular rate of pay and does not count toward over time.

This time off benefit may be used for the \*qualifying reasons defined below by NYS Sick Leave or for personal reasons for full time hourly employees. Whenever possible, sick/personal leave should be scheduled in advance with your supervisor. This leave time if used for personal reasons is not available to e

Definitions:

7 . . . . . r, parent,  
 partner.  
 h  
 employee, or a person who stood in *loco parentis* when the employee was a minor child.  
 #  
 employee standing in *loco parentis*.

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, refer the employee to the Medical Leaves of Absence section of the handbook.

Separation of Employment

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