

## Sick Leave Policy

In accordance to the New York State Sick Leave law that goes into effect on September 30, 2020, Waterloo Library & Historical Society will provide all employees with paid sick time in the following manner:

Full-time Employees will receive 40 hours a year every January 1 to be used throughout the year, starting on January 1, 2021.

Part-time employees will accrue 1 hour for every 30 hours worked. Accruals will start on September 30, 2020 for all existing employees, and will be available for use on January 1, 2021. For all new employees, accruals will start at the time of hire.

Employees may use up to 40 hours of sick leave a year or however many hours are available based on the employee's accruals.

Employees are required to use accrued paid sick or family leave, personal, vacation prior to the FMLA leave. Sick Leave can be used for:

- Employee's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for employee's mental or physical illness or injury.
- Covered family member's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for a covered family member's mental or physical illness or injury.
- Absences related to employee's status as a victim of domestic violence, family offense, sexual offense, stalking or human trafficking.
- Absences related to a covered family member's status as a victim of domestic violence, family offense, sexual offense, stalking or human trafficking.

The term "family member" includes an employee's child (biological, adopted or foster child; a legal ward; or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step or adoptive parent; legal guardian; or person who stood in loco parentis when the employee was a minor child), sibling, grandchild, or grandparent, and the child or parent of an employee's spouse or domestic partner.

Unused sick leave will be carried over into the following year up to 40 hours (based upon what was earned and/or used the previous year).

Employees may request in writing or verbally that an employer provide a summary of the amount of sick leave accrued and used by the employee, which Waterloo Library & Historical Society must provide within 3 business days of the request.

Waterloo Library & Historical Society will not pay out any unused sick time at the end of an employee's time working for the Waterloo Library & Historical Society.

Revised: 10/7/2020 Passed: 11/4/2020