

MEMO



TO: Field and Part-Time Associates
FROM: Human Resources
DATE: 01/01/2021
RE: New York State Accrued Paid Sick Leave

New York employees will accrue sick leave at the rate of one hour for every 30 hours worked, beginning at the commencement of employment or September 30, 2020, whichever is later. Beginning January 1, 2021 employees can start using sick time.

Employees may accrue up to fifty-six (56) hours during each calendar year (January – December). Accrued, but unused sick time shall carry over to the following year up to 56 hours. However, fifty-six (56) hours is the most that can be taken in a calendar year. Sick time can be taken in 1 hour increments.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. "Family member" for purposes of this policy includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid or medical attention, obtain services or counseling, or participate in safety planning.

When possible, employees should notify their supervisor in advance of their need to use available sick leave. A doctor's statement may be requested by the employee's supervisor if employee has been out three or more consecutive days. Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.