

Sick Leave Benefits

MHLS provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

* Regular full-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day per month). Sick leave benefits are calculated on the basis of a calendar year.

Paid sick leave can be used in minimum increments of one-half hour.

*Part-time employees

Effective September 30, 2020, part-time employees will accrue paid sick leave at a rate of one (1) hour for every 30 hours worked, up to 40 hours each calendar year. Leave may not be used until January 1, 2021.

Paid sick leave can be used in minimum increments of one-half hour.

Employees may use sick leave benefits for ~~any absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.~~ of the following reasons:

- Mental or physical illness, injury, or health condition of the employee or an employee's covered family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time of the request for leave;
- For diagnosis, care or treatment of a mental or physical illness, injury, or health condition of, or need for medical diagnosis of, or preventive care for, such employee or such employee's family member; or
- For an absence from work for reasons when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking.

Family member includes 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, a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child), sibling, grandchild or grandparent; and the child or parent of and employee's spouse or domestic partner.

Employees who are unable to report to work due to ~~illness or injury~~ any of the above stated reasons should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

In the event of a prolonged illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence

must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or MHLS-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a maximum of 165 days (1,155 hours) worth of sick leave time, which may be applied toward NYS retirement benefits.

Unused sick leave benefits will not be translated as extra salary to employees while they are employed or upon termination of employment.

Sick leave is not included in overtime calculations.

This policy is in accordance with the CSEA Local 1000 collective bargaining agreement.