# NEW YORK CITY EARNED SICK TIME POLICY

*(New York City employees only)*

SICK LEAVE IN GENERAL: Temporary workers placed on assignment by Asset Staffing, Inc. (“Asset”) are employees of Asset. Whenever a temporary employee must miss work for any reason, he or she must notify his or her Asset representative at his or her earliest convenience, **regardless of** **whether or not he or she intends to use earned paid sick time.** Employees can notify their Asset representatives of pending absences by phone at (212) 430-1060 during normal business hours.

NOTICE OF RIGHTS: Pursuant to New York City’s Earned Sick Time Act, Asset offers its New York City employees (“employees”) the ability to earn and use paid sick leave. Asset provides each of its employees with (i) a copy of the **Department of Consumer Affairs’ Notice of Employee Rights**, and (ii) a written copy of **Asset’s New York City Earned Sick Time Policy**. Upon receipt, employees are asked to carefully review both documents, sign the attached **confirmation of receipt**, and return the confirmation to their Asset representative.

USE OF EARNED PAID SICK TIME: Employees may begin to use earned paid sick time one hundred and twenty (120) days after the first day of their first assignment. No more than forty (40) hours of earned paid sick time may be used in a given calendar year (beginning January 1st and ending December 31st.) Employees must use earned paid sick time in incremental blocks of four (4) hours.

ACCRUAL: Employees begin to accrue paid sick time on the first day of their first assignment. Employees earn one (1) hour of paid sick time for every thirty (30) hours of work completed. Asset determines how many hours an employee has worked by referring to submitted employee timesheets. Only hours accounted for by a timesheet approved by the employee’s on-location supervisor and properly received by Asset are factored into an accrual determination.

NOTICE OF ABSENCE: In order to receive paid sick time, an employee **must** notify Asset of his or her intention to use earned sick time by submitting a “**NYC Paid Earned Sick Time Request**” form, located on Asset’s corporate website.

1. If the need to use paid sick time is **FORESEEABLE** (for example, the employee must miss work due to a scheduled doctor’s appointment) the employee must submit a completed “NYC Paid Earned Sick Time Request” to his or her Asset representative **AT LEAST FIVE (5) DAYS IN ADVANCE OF THE PLANNED ABSENCE**. Asset may deny the use of paid sick time to employees who do not submit a completed “NYC Paid Earned Sick Time Request” to their Asset representative at least five (5) days in advance of a foreseeable absence.
2. If the need to use paid sick time is **UNFORESEEABLE** (for example, the employee suffers from a sudden illness) the employee must submit a completed “NYC Paid Earned Sick Time Request” to his or her Asset representative **No more than seven (7) days after his or her last absence.** Asset may deny the use of paid sick time to employees who do not submit a completed “NYC Paid Earned Sick Time Request” to their Asset representative within seven (7) days of the last day of an unforeseeable absence.

NOTES FROM HEALTH CARE PROVIDERS: If an employee must miss more than three (3) consecutive workdays (for instance, Wednesday, Thursday, Friday and Monday) **the employee must provide Asset with a note signed by a licensed healthcare professional indicating THE AMOUNT OF SICK TIME NEEDED.** Signed notes should indicate the length of time needed away from work, but not the employee’s specific illness or the health needs resulting in absence.

MISUSE OF PAID SICK TIME: Earned paid sick time may only be used when:

1. the employee has a mental or physical illness, injury, or health condition; needs to get medical diagnosis, care, or treatment of a mental or physical illness, injury, or condition; or needs to get preventive medical care.
2. the employee must care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care. (Family members include an employee’s children, grandchildren, parents, grandparents, siblings, and spouse or domestic partner.)
3. the employer’s business closes due to a public health emergency or the employee needs to care for a child whose school or child care provider closed due to a public health emergency.

**To the extent permitted by law, Asset may discipline employees who misuse or attempt to misuse accrued paid sick time for non-health related reasons, up to and including termination.**

DISOLUTION AND CARRYOVER OF UNUSED SICK TIME: **When an employee’s employment ends, any unused accrued paid sick time is dissolved.** **Employees may not use more than forty (40) hours of earned sick time per year**. All accrued paid sick time hours automatically carryover at the end of every calendar year to the next calendar year (beginning on January 1 and ending on December 31.) Carryover sick time can be used immediately (subject to other limitations contained in this policy.) If the employee is rehired by Asset within six months of the end of his or her last assignment, any previously earned paid sick time is reinstated.

DENIAL OF USE OF PAID SICK TIME: Asset may deny a request to use accrued paid sick time for failure to comply with any part of this policy, including the procedures for providing notice of absence. Employees should carefully review this policy before requesting sick time pay. Employees should contact their Asset recruiter with any further questions about Asset’s earned sick time policy.

CONFIDENTIALITY: All employee information and related documentation collected in the course of compliance with Earned Sick Time laws and this policy will be maintained by Asset in strict confidence. Such employee information will not be released to any party, except as need to complete an earned sick time request, without the express consent of the employee or as required by law.