

# Notice of Employee Rights – New York City Earned Sick Time Act

Under New York City's Earned Sick Time Act (Paid Sick Leave Law), certain employers must give their employees sick leave. Go to <http://www1.nyc.gov/site/dca/about/paid-sick-leave-law.page> to learn which employees are covered by the law. With respect to projects/shows where Central Casting (Central) both casts and payrolls background talent on the project/show, Central would be your employer for purposes of the Paid Sick Leave Law. For those projects/shows where Central is not both performing casting and payroll of the background talent, the production company would be your employer for purposes of the Paid Sick Leave Law.

Employers with five or more employees who are hired to work more than 80 hours a calendar year in New York City must provide paid sick leave. Employers with less than five employees must provide unpaid sick leave.

**By law, employers who must provide sick leave must give this written notice to new employees when they begin employment and to existing employees by May 1, 2014.**

**You have a right to sick leave, which you can use for the care and treatment of yourself or a family member.**

## Amount of Sick Leave

Your employer must provide up to 40 hours of sick leave every calendar year. Your employer's calendar year is:

**End of Calendar Year: December 31**

**Start of Calendar Year: January 1**

## Rate of Accrual

You accrue sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year.

## Date Accrual Begins

You begin to accrue sick leave on April 1, 2014 or on your first day of employment, whichever is later.

*Exception:* If you are covered by a collective bargaining agreement that is in effect on April 1, 2014, you begin to accrue sick leave under City law beginning on the date that the agreement ends.

## Date Sick Leave is Available for Use

You can begin using sick leave on July 30, 2014 or 120 days after you begin employment, whichever is later.

## Acceptable Reasons to Use Sick Leave

You can use sick leave when:

- You have a mental or physical illness, injury, or health condition; you need to get a medical diagnosis, care, or treatment of your mental or physical illness, injury, or condition; you need to get preventive medical care.
- You 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.
- Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

## Family Member

The law recognizes the following as family members:

- Child
- Grandchild
- Spouse
- Parent
- Child or parent of an employee's spouse or domestic partner
- Sibling (including a half, adopted, or step sibling)
- Domestic Partner
- Grandparent

## Advance Notice

If the need is foreseeable, your employer can require up to seven days advance notice of your intention to use sick leave. If the need is unforeseeable, your employer may require you to give notice as soon as practicable.

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### Documentation

Your employer can require documentation from a licensed health care provider if you use more than three consecutive workdays as sick leave. The Paid Sick Leave Law prohibits employers from requiring the health care provider to specify the medical reason for sick leave. Disclosure may be required by other laws.

### Unused Sick Leave

Up to 40 hours of unused sick leave can be carried over to the next calendar year. However, your employer is only required to let you use up to 40 hours of sick leave per calendar year.

### You have a right to be free from retaliation from your employer for using sick leave.

Your employer cannot retaliate against you for:

- Requesting and using sick leave.
- Filing a complaint for alleged violations of the law with the New York City Department of Consumer Affairs
- Communicating with any person, including coworkers, about any violation of the law.
- Participating in a court proceeding regarding an alleged violation of the law.
- Informing another person of that person's potential rights.

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in your hours, or any other adverse employment action against you for exercising or attempting to exercise any right guaranteed under the law.

### You have a right to file a complaint.

You can file a complaint with the New York City Department of Consumer Affairs (DCA). To get the complaint form, go online to <http://www1.nyc.gov/site/dca/about/paid-sick-leave-law.page> or contact **311** (or 212.NEW.YORK outside NYC).

DCA will conduct an investigation and try to mediate your complaint. DCA will keep your identity confidential unless disclosure is necessary to conduct the investigation, mediate the complaint, or is required by law.

### Keep a copy of this notice and all documents that show your amount of sick leave and your sick leave accrual and use.

You have a right to be given this notice in English and, if available on the DCA website, your primary language. DCA has translated this notice to Spanish, Chinese, French-Creole, Italian, Korean, and Russian.

For more information, including Frequently Asked Questions, go to <http://www1.nyc.gov/site/dca/about/paid-sick-leave-law.page> or call **311** and ask for information about Paid Sick Leave.

### Background Talent Acknowledgment of Receipt

On the date specified below, I acknowledge receipt of this Notice of Employee Rights – New York City Earned Sick Leave Law form. I told my employer what my primary language is.

#### Please check one:

- I have been given this notice in English because it is my primary language.
- My primary language is \_\_\_\_\_. I have been given this pay notice in English only because the DCA does not yet offer a notice form in my primary language.

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Employee Signature

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Employee Name (Please Print)

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Date