

## 600.3 LEAVE

Annual leave is calculated based on a calendar year beginning on January 1st and ending on December 31<sup>st</sup>.

### **Paid Time Off (including Safe and Sick Leave)**

Under New York City's Earned Safe and Sick Time Act and New York State's Paid Sick Leave Law (*collectively*, Sick and Safe Leave Laws), certain employees have a right to safe and sick leave.

All AAMI employees in New York accrue up to 40 hours of paid leave every calendar year. This leave accrues at a rate of one hour for every 30 hours worked. Leave will begin to accrue on an employee's first day of employment. An employee's unused sick leave will be carried over to the next calendar year.

An eligible employee under the Sick and Safe Leave Laws may take leave for the following reasons:

1. The mental or physical illness, injury, or health condition of the employee, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same;

2. The mental or physical illness, injury, or health condition of an employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same;

3. An absence from work when an employee or an employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking, including leave to:

- a. Obtain services from a domestic violence shelter, rape crisis center, or other services program;
- b. Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;
- c. Meet with an attorney or social services provider to obtain information and advice on, and prepare for and participate in, any criminal or civil proceeding;
- d. File a complaint or domestic incident report with law enforcement;

- e. Meet with a district attorney’s office;
- f. To enroll children at a new school; and
- g. Take any other actions necessary to ensure the health or safety of the employee or the employee’s family member, or to protect those who associate or work with the employee.

\*\*An employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for leave under 3(a)-(f), nor may this leave be used on behalf of an employee’s family member who has engaged in any of these.

For purposes of this policy, “family member” is defined as an employee’s child (including biological child, adopted child, foster child, a legal ward, or a child for whom the employee stands “in loco parentis”), spouse, domestic partner, parent (including biological parent, foster parent, step-parent, adoptive parent, legal guardian, or an individual who stood “in loco parentis” to the employee as a minor child), sibling, grandchild or grandparent, and the child or parent of an employee’s spouse or domestic partner.

This is in addition to the below Paid Time Off (PTO) schedule.

<b>Length of Service</b>	<b>PTO</b>	<b>Maximum PTO</b>
0 to 1 year	10 days	15 days
1 to 5 years	13 days	18 days
5 to 15 years	16 days	21 days
15 years or more	32 days	37 days

Employees can use their PTO days in different ways. For example:

- As vacation
- For personal business
- For personal care and treatment or care and treatment of a family member (e.g., equivalent of family, child, legal ward, grandchild, spouse, domestic partner, parent, grandparent, domestic partner’s child or parent, sibling, other blood relative)
- For doctor or dental appointments
- For personal emergencies

- For when an employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking or human trafficking and seeks or obtains services, including from a shelter, attorney or law enforcement, or takes "any other action to ensure the health or safety of the employee or family member or to protect those who associate or work with the employee in the event of severe weather or adverse driving conditions
- Car maintenance

### **Unused PTO may carry over to the next year.**

Effective November 30, 2020, there will be notices on payroll stubs to employees of how much sick and safe leave they have accrued and used during the pay period and their total balance of accrued sick and safe leave time.

### **Leave for COVID-19 Child Vaccine**

Retroactive from November 2, 2021 through December 31, 2022 AAMI will grant paid leave for the purpose of accompanying children when they receive their COVID-19 vaccinations and caring for children that experience side effects from the COVID-19 vaccine.

AAMI employees will receive up to four hours of paid time off, per injection per child.

This leave can be used by employees who are parents (biological, foster, step, adoptive, legal guardian, or a person who stands in loco parentis) with children under the age of 18 or with children incapable of self-care because of a mental or physical disability.

Employees should inform AAMI 7 days prior to their need to use leave under this section provided that the need to use such time off is foreseeable. If the leave is not foreseeable, employee must inform AAMI of the need to use leave as soon as practicable.

AAMI requires reasonable documentation to be presented when requesting leave under this section, which may include proof that the child was vaccinated.

### **Leave for COVID-19 Vaccine**

AAMI will grant paid leave for the purpose of obtaining a COVID-19 vaccine. All employees are eligible of up to four hours of paid leave per vaccine injection.

Employees requesting paid leave to obtain a COVID-19 vaccine pursuant to this policy must provide reasonable notice of the planned leave and written verification to the President. Employees requesting paid leave pursuant to this

policy must provide three working days' notice of the planned leave. Upon return from an approved leave to obtain a COVID-19 vaccine, the employer may require the employee to show proof of his or her vaccination.