



IBEW 2213 NEWSBEAT

May 21st 2021

IN SOLIDARITY

NEW YORK SICK AND SAFE LEAVE GUIDELINES

Below is a brief overview of how to use a New York State Sick and Safe Leave (NYSSL). This leave can be used for an illness, to care for a sick family member, or to address a Domestic Violence situation.

- You are allowed **56 hours** per year
- You must take a minimum of **4 hours**
- To use NYSSL, you **MUST** use those words when calling into the Absence Line. If you do **NOT** specifically mention NYSSL when you call in, it can not be changed later.
- NYSSL uses your vacation or short notice days from the current year (not carryover or Day in Lieu). If you do not have any time available, you cannot use NYSSL.
- If you take 4 hours of NYSSL, that will leave you with 3.5 hrs of a day to use at another time. To take those hours, you have to post for a vacation day and note in the comments (3.5 hrs). The day must be available (just like any other vacation day)
- You can track your time used in **ABOUT YOU—FOR ME—ABSENCE DASHBOARD—PAID SICK LEAVE**
- If you work a 4 day work week and use NYSSL, you will only be paid 7.5 hrs. The remainder of the day will be unpaid just as it is now when you take a vacation or short notice day.
- Using NYSSL will not push out any of your retro dates
- If you use 4 hours one day and call to use another day, this will split up another vacation day or short notice day.

If you have any questions or concerns, please reach out to your **LOCAL STEWARD**; they are always available for assistance.



visit us @ www.ibew2213.org