

HUNTER COLLEGE

AUXILIARY ENTERPRISES CORPORATION



IMPORTANT NOTIFICATION ON RECENTLY ENACTED LEGISLATION EARNED SICK LEAVE ACT (ESLA)

January 1, 2021

Dear AEC Employee,

Recently, the City of New York passed the Earned Sick Leave Act (ESLA), which requires certain employers to give their employees sick leave. The law became effective on April 1, 2014 and you may be entitled to sick leave, which you can use for the care and treatment of yourself or a family member.

You may also be entitled to Safe leave, drawn from the same leave bank, safe leave can be used to seek assistance or to take other safety measures if you or your family member is the victim of any act or threat of domestic violence, unwanted sexual contact, stalking, or human trafficking.

The law requires employers to provide written notice of an employee's right to sick leave. The attached "*Notice of Employee Rights*", provides you with pertinent information on your rights under the Earned Sick Leave Act.

For more information on the ESLA, including Frequently Asked Questions, go to [**nyc.gov/PaidSickLeave**](https://nyc.gov/PaidSickLeave)

Hunter College
Auxiliary Enterprises Corporation

Notice of Employee Rights: Safe and Sick Leave

You have the right to safe and sick leave and paid prenatal leave. You have this right regardless of your immigration status. Your employer must give you this notice explaining your rights.

Amount of Leave:

Safe and Sick Leave (care for yourself or anyone you consider family)	Paid Prenatal Leave (healthcare for yourself during pregnancy)
<ul style="list-style-type: none">All employers must provide up to 40 hours of safe and sick leave each calendar year.Employers with 100 or more employees must provide up to 56 hours of safe and sick leave each calendar year. <p><i>Full-time and part-time workers earn safe and sick leave at a rate of 1 hour for every 30 hours worked.</i></p>	<ul style="list-style-type: none">All employers must provide a separate bank of 20 hours of paid prenatal leave.

Your employer's calendar year is: _____ to _____
First month Last month

You have a right to **PAID** safe and sick leave if:

- Your employer has 5 or more employees.
 - Your employer has fewer than 5 employees but a net income of \$1 million or more.
- You work in someone's home as a domestic worker; for example, babysitter, housekeeper, or companionship worker.
Note: The law covers 1 or more domestic workers working in a household.

You have a right to **UNPAID** safe and sick leave if:

- Your employer has fewer than 5 employees and a net income of less than \$1 million.

You can carry over unused safe and sick leave to the next calendar year.

Use of Safe and Sick Leave:

- Use it for your health, including to get medical care or to recover from illness or injury.
 - Use it to care for a family member who is sick or has a medical appointment.
- Use it when your job or your child's school closes due to a public health emergency.
 - Use it for your safety or for a family member's safety because of domestic violence, unwanted sexual contact, stalking, or human trafficking.

Your employer can require you to give advance notice of a planned use of leave; for example, to attend a scheduled doctor's appointment or court hearing. You do not have to give advance notice of an unexpected use of leave; for example, illness or a medical emergency.

You have a right to privacy. You do not have to give your employer details about why you used leave.

If you use more than three workdays in a row of leave, your employer can require documentation.

Required Written Disclosures:

Your employer must:

- Give you a written policy that explains how to use your benefits.
- Tell you how much leave you have used and have left each pay period.

No Retaliation:

It is illegal to punish or fire employees for requesting or using leave or for reporting violations.



Contact Consumer and Worker Protection to learn more or to file a complaint.

Visit nyc.gov/workers | Call **311** and ask for "Paid Safe and Sick Leave"

You can also make an ANONYMOUS tip.