

Notice of Employee Rights: Paid Safe and Sick Leave

If you work part time or full time at any size business or nonprofit in NYC, you have the right to safe and sick leave to care for yourself or anyone you consider family. You have this right regardless of your immigration status. Your employer must give you this notice explaining your rights. Beginning January 1, 2021, employers with 100 or more employees must provide up to 56 hours of paid safe and sick leave each calendar year.

Teachers College's calendar year is September 1st (first month) to August 31st (last month).

Amount of Paid Safe and Sick Leave:

Beginning January 1, 2021:

- **Part-time employees** will accrue up to 56 hours of paid safe and sick leave each calendar year at a rate of 1 hour for every 30 hours worked.
- **Full-time employees** will accrue an amount of paid safe and sick leave each calendar year equal to or greater than what is required by law at their current rate of accrual.

*Employees subject to a collective bargaining agreement (CBA) should review the applicable CBA for more information on safe and sick leave.

Use of Paid 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.

You can carry over unused safe and sick leave to the next calendar year. Your employer can require you to give advance notice of a planned use of safe and sick 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 safe and sick leave; for example, a sudden illness or medical emergency.

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

If you use more than three workdays in a row of safe and sick leave, your employer can require written documentation. Your employer must reimburse you for any fees you pay for required documentation. Documentation should *not* include the details of your private medical or personal situation.

No Retaliation:

It is illegal to punish or fire employees for requesting or using safe and sick leave or for reporting violations. Employees can contact the NYC Department of Consumer and Worker Protection to learn more or to file a complaint at nyc.gov/workers, or call 311 and ask for "Paid Safe and Sick Leave."

For more information about your right to paid safe and sick leave at TC, please see TC's safe and sick leave policy found at: <https://www.tc.columbia.edu/policylibrary/human-resources/sick-leave-disability-leave-and-disability-insurance-benefits/>, or contact Human Resources at 212-678-3175.