

Paid Time off For Self-Directed Staff Policy

Paid time off (PTO) lumps together any time off being requested by the staff (sick, holiday, vacation, personal, bereavement). This benefit is for paid time off during the employment period with CFS and as a result, the staff will not receive any unused time upon separation from employment (no cashing out).

SDS staff will have a paid time off allotment as soon as they start. This allotment is determined based on the status of the staff and the amount of time can be found in the welcome email. This allotment will be held by anniversary year (anniversary date is the employees hire date). There is no carry-over of paid time off. However, on each anniversary date the allotment will be refilled. If there is a change of status, the amount of PTO will be either added or decreased. A change of status needs to be requested when a permanent schedule change is made. CFS will be comparing employee hours worked vs. employee status on a routine basis to ensure that the status is accurate and will make adjustments as needed in concert with the individual/family.

Allotment of PTO

Full Time Status – (Regular schedule of 30 hours or more per week) – 120 hours per year

Part Time Status – (Regular schedule below 30 hours per week) – 1 week of scheduled hours per year

Per Diem – (No regularly scheduled hours) – No Paid Time Off Benefit. Will accrue 1 hour after 80 hours worked, up to the maximum of 5 days per year. This is based on NYC Paid Sick Leave act and is not given up front but rather accrued.

Since this is a self-directed program and the individual/family is the managing employer, you must obtain prior approval from the individual/family to take paid time off (for any purpose other than sick). You can request PTO which mirrors your scheduled days and hours, not days/hours that you are not regularly scheduled to work. You have been provided a PTO request form to complete and have individual or designee sign to approve the request. Once this is done, email the form to CFS SDS staff to enter into Paycom. You can keep track of your PTO allocation in Paycom.

If you are calling in sick, due to the NYC paid sick leave act, you are entitled to use paid time off to care for yourself or another (see details on paid sick leave act at the bottom of this email.) If the purpose of PTO request is for Sick, please indicate on

The total hours should mirror your scheduled daily hours. So if you typically work 8 hours, you should indicate 8 hours.

NYC Paid Sick Leave Act

For what reasons can an employee use sick leave?

Employees can use sick leave for absence from work due to:

- The employee's mental or physical illness, injury, or health condition
- The employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition
- The employee's need for preventive medical care
- Care of a family member who needs medical diagnosis, care, or treatment of an illness, injury, or health condition, or who needs preventive medical care
- Closure of employee's place of business due to a public health emergency (as declared by the Commissioner of the New York City Department of Health and Mental Hygiene or the Mayor)
- The employee's need to care for a child whose school or child care provider is closed due to a public health emergency

4. Who is considered a family member under the law?

The law recognizes the following as an employee's family member:

- Child (biological, adopted, or foster child; legal ward; child of an employee standing in loco parentis)
- Grandchild
- Spouse
- Domestic partner
- Parent
- Grandparent
- Child or parent of an employee's spouse or domestic partner
- Sibling (including a half, adopted, or step sibling)

5. How does the law define a covered "domestic partner"?

Under the law, a "domestic partner" is a person with a domestic partnership registered under Section 3-240 of the NYC Administrative Code. For more information about the requirements and procedure for registering as domestic partners, go to

http://www.cityclerk.nyc.gov/html/marriage/domestic_partnership_reg.shtml.

6. Can an employee use sick leave for doctor, dentist, or eye doctor appointments?

Yes.

7. What is "preventive medical care"?

Preventive medical care typically is routine health care that includes screenings, checkups, and patient counseling to prevent illnesses, disease, or other health problems. For examples of preventive care for adults, women, and children, go to HealthCare.gov, a federal government website: <https://www.healthcare.gov/what-are-my-preventive-care-benefits/>.

8. Can employees use sick leave for the health care of adult children?

Yes.

9. Can parents use sick leave following the birth of their child?

A mother can use sick leave during any period of sickness or disability following the birth of her child. The other parent can use sick leave to care for the mother during this period. Parents also can use sick leave to care for a child's need for medical diagnosis, care, or treatment of an illness, injury, or health condition, or preventive medical care.

Parents cannot use sick leave for "bonding" purposes, which differs from the [Family Medical Leave Act \(FMLA\)](#), which does permit leave for the purpose of bonding with a newborn or

newly adopted child. For more information on FMLA, go to [dol.gov](https://www.dol.gov) and search “Family & Medical Leave.”