

## **PAID TIME OFF (PTO) POLICY\***

To All Core Temporary Employees:

Core has adopted the following Paid Time Off (PTO) policy, which replaces any and all prior sick leave or other time off policies:

Employees who work more than 80 hours in a calendar year will be eligible to accrue and use PTO in accordance with this policy. Employees will accrue one PTO hour for every 30 hours worked on assignment for Core, up to 40 PTO hours (generally the equivalent of 5 working days) in total for the **calendar year, January through December**. PTO accrues in one hour increments, not fractions of an hour. PTO can be taken in 4 hour increments up to the maximum number of hours of work missed by you. Up to 40 hours of accrued but unused PTO will be carried over from one calendar year to the next, however an employee may not use more than **40 hours** of PTO in a given calendar year.

<b>Hours Worked</b>	<b>PTO Accrued</b>
120	4 hour
240	8 hours
360	12 hours
480	16 hours
600	20 hours
720	24 hours
840	28 hours
960	32 hours
1080	36 hours
1,200	40 hours

An employee is entitled to begin using accrued PTO 120 calendar days after he or she begins performing services for Core.

Accrued PTO may be used for any purpose, whether for sick or family leave, vacation, holiday, etc., provided proper notice to Core is provided as set forth below. PTO cannot be requested if you worked more 8 hours in a day. PTO can only be requested for days that you normally work. For example, if you don't normally work on Saturday or Sunday, PTO cannot be claimed for those days. If you are using 4 hours of PTO for a day you worked a half day, the total hours for the day including the 4 hours of PTO cannot exceed 8 hours.

In cases where you know about your need or desire to use PTO in advance, you are required to give your supervisor as much notice as possible of the date(s) or time(s) you will be out. If the need or desire to use PTO is for the medical or health needs of your family member(s) or you and it is foreseeable, you should give your supervisor no less than 7 days' advance notice. Except for PTO used for your or your family member's medical or health needs, your supervisor reserves the right to not approve the use of your requested PTO. If you request to use PTO for

your or your family member's medical or health needs for more than 3 consecutive days, Core may request a note from a medical professional attesting that the leave was taken for such a reason (provided that the note should not specify the nature of the employee's or family member's injury, illness, or condition). Core also reserves the right to ask you to provide a written statement confirming the need to use PTO for your or your family member's health or medical needs.

In the event that you are unable to go to work due to an emergency or illness, please call us at [212-766-1222](tel:212-766-1222) first thing in the morning. Recruiters are in our offices at 7:30am each weekday to handle any last-minute issues.

To use your PTO you must be on assignment and have enough accrued PTO hours to cover the hours you want to use. If you would like to take PTO, do not fill out hours for that day - instead mark "PTO" on your timesheet and list the number of PTO hours you wish to use. If you are using our online timesheet system, leave the day blank that you are taking a sick day and notate the PTO day and the number of hours you wish to use in the "Employee Comments" section of the online timesheet. You must click the SAVE COMMENTS button before submitting or we won't see the comments. SAVE COMMENTS is not the same thing as SAVE TIMESHEET. SAVE COMMENTS is below the Employee Comment box.

*Accrued but unused PTO is not paid out upon termination of employment for any reason. Similarly, if 6 months or more pass after your last assignment without you starting a new assignment for Core, your PTO accrual will be reset to zero, you will be subject to a new 120-day waiting period, and you will begin to accrue PTO again if and when you start your first assignment after the 6-month or longer break in service.*

PTO will be paid at your regular base rate of pay at the time of absence and will not be considered time worked for the purposes of overtime compensation.

An employee's failure to comply with this policy (such as the requirement to provide a physician's note as requested by us or to provide advance notice as required by this policy) may result in the employee being denied use of, and not paid for, PTO. An employee's abuse or misuse of PTO will also result in disciplinary action, up to and including immediate termination of employment.

*\*Policies are subject to change. Please contact our payroll department to get the most up to date information.*

## NOTICE OF EMPLOYEE RIGHTS

Under New York City's Earned Sick Time Act (Paid Sick Leave Law), certain employers must give their employees sick leave. Go to [nyc.gov/PaidSickLeave](http://nyc.gov/PaidSickLeave) to learn which employees are covered by the law.

Employers with five or more employees who are hired to work more than 80 hours a calendar year in New York City must provide paid sick leave. Employers with less than five employees must provide unpaid sick leave.

Employers who have one or more domestic workers who have been employed at least one year and who work more than 80 hours a calendar year must provide paid sick leave.

**By law, employers who must provide sick leave must give this written notice to new employees when they begin employment and to existing employees by May 1, 2014.**

### YOU HAVE A RIGHT TO SICK LEAVE, WHICH YOU CAN USE FOR THE CARE AND TREATMENT OF YOURSELF OR A FAMILY MEMBER.

#### AMOUNT OF SICK LEAVE:

- Your employer must provide up to 40 hours of sick leave every calendar year. Your employer's calendar year is:

Start of Calendar Year: 1/1/16 End of Calendar Year: 12/31/16

- Domestic workers:** Your employer must provide two days of paid sick leave in addition to the three days of paid rest to which you are entitled under [New York State Labor Law](#). Go to [labor.ny.gov](http://labor.ny.gov) and search "Domestic Workers' Bill of Rights" for more information.

#### RATE OF ACCRUAL:

- You accrue sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year.
- Domestic workers:** You must have worked for the same employer for at least one year to earn two days of paid sick leave under City law. DCA will provide guidance on rate of accrual at [nyc.gov/PaidSickLeave](http://nyc.gov/PaidSickLeave).

#### DATE ACCRUAL BEGINS:

You begin to accrue sick leave on April 1, 2014 or on your first day of employment, whichever is later.

*Exception:* If you are covered by a collective bargaining agreement that is in effect on April 1, 2014, you begin to accrue sick leave under City law beginning on the date that the agreement ends.

#### DATE SICK LEAVE IS AVAILABLE FOR USE:

- You can begin using sick leave on July 30, 2014 or 120 days after you begin employment, whichever is later.
- Domestic workers:** DCA will provide guidance on when sick leave is available for use at [nyc.gov/PaidSickLeave](http://nyc.gov/PaidSickLeave).

#### ACCEPTABLE REASONS TO USE SICK LEAVE:

You can use sick leave when:

- You have a mental or physical illness, injury, or health condition; you need to get a medical diagnosis, care, or treatment of your mental or physical illness, injury, or condition; you need to get preventive medical care.
- You must care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care.
- Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

#### **FAMILY MEMBERS:**

The law recognizes the following as family members:

- 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)

#### **ADVANCE NOTICE:**

If the need is foreseeable, your employer can require up to seven days advance notice of your intention to use sick leave. If the need is unforeseeable, your employer may require you to give notice as soon as practicable.

#### **DOCUMENTATION:**

Your employer can require documentation from a licensed health care provider if you use more than three consecutive workdays as sick leave. The Paid Sick Leave Law prohibits employers from requiring the health care provider to specify the medical reason for sick leave. Disclosure may be required by other laws.

#### **UNUSED SICK LEAVE:**

Up to 40 hours of unused sick leave can be carried over to the next calendar year. However, your employer is only required to let you use up to 40 hours of sick leave per calendar year.

### **YOU HAVE A RIGHT TO BE FREE FROM RETALIATION FROM YOUR EMPLOYER FOR USING SICK LEAVE.**

Your employer cannot retaliate against you for:

- Requesting and using sick leave.
- Filing a complaint for alleged violations of the law with DCA.
- Communicating with any person, including coworkers, about any violation of the law.
- Participating in a court proceeding regarding an alleged violation of the law.
- Informing another person of that person's potential rights.

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in your hours, or any other adverse employment action against you for exercising or attempting to exercise any right guaranteed under the law.

### **YOU HAVE A RIGHT TO FILE A COMPLAINT.**

You can file a complaint with DCA. To get the complaint form, go online to [nyc.gov/PaidSickLeave](http://nyc.gov/PaidSickLeave) or contact **311** (212-NEW-YORK outside NYC).

DCA will conduct an investigation and try to mediate your complaint. DCA will keep your identity confidential unless disclosure is necessary to conduct the investigation, mediate the complaint, or is required by law.

**Keep a copy of this notice and all documents that show your amount of sick leave and your sick leave accrual and use.**

**Note: The Earned Sick Time Act sets the minimum requirements for sick leave. Your employer's leave policies may already meet or exceed the requirements of the law.**

You have a right to be given this notice in English and, if available on the DCA website, your primary language.

For more information, including Frequently Asked Questions, go to [nyc.gov/PaidSickLeave](http://nyc.gov/PaidSickLeave) or call **311** and ask for information about Paid Sick Leave.



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