

# Employee Notice

## 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:	End of Calendar Year:
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- 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](http://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).