

**Amendment
To
Fort Hudson Nursing Center, Inc.
Employee Handbook (May 2015 Edition)**

The following replaces “Unscheduled Benefit Time (Sick Leave)” (page 19-20)

Title: Sick Leave

Effective: January 1, 2021

As of January 1, 2021, employees will accrue and may use sick leave in accordance with the Fort Hudson Health System policy (# 00-200-03 Paid Sick Leave NYS). The following is a summary of this policy and complies with NYS Paid Sick Leave Law (PSL) effective January 1, 2021.

Accrual of Leave

Under NYS Paid Sick Leave, employees will accrue 1 hour of paid sick leave for every 30 hours worked and capped at 56 hours in a calendar year. Fort Hudson’s current sick leave accrual calculations may be higher or lower than this rate; employee sick leave calculations will be whichever is greater.

For purposes of NYS PSL, time will begin to accrue on the later of September 30, 2020 or the first day of hire.

Full-Time Employees

Fort Hudson will use the greater of 2.88 hours of sick time per pay period or 1 hour of sick time for every 30 hours worked. The total annual accrual of sick time will not exceed 75 hours per calendar year.

Part-Time Employees

Part time and Per Diem employees will accrue 1 hour of sick time for every 30 hours worked, or a prorated number of hours per pay period based on their FTE status (which does not apply to Per Diem); whichever is greater. The total annual accrual of sick time will not exceed 56 hours per calendar year.

Rate of Pay

Leave will be paid at the employee’s regular rate of pay.

Paid Sick Leave Balance

PSL time accrued in excess of existing Fort Hudson accrual rates will be calculated and maintained by Payroll. Employees may request a balance accounting at any time; Fort Hudson will provide such calculation in no more than 3 workdays (Monday – Friday).

Reasons for Leave

Sick leave under PSL is available to employees under a variety of conditions; including all situations allowed previously. See referenced policy or Human Resources for additional detail.

Notice Requirements

Fort Hudson requires notice of the need for sick leave as soon as possible, but in all cases, notice must be given prior to taking sick leave. Notice can be given orally or in writing. Employees should contact their department supervisor at the contact numbers provided to you, or the facility (518-747-2811) if they need to use leave.

Separation from Employment

An employee will not be paid for accrued, unused sick leave upon an employee's separation from employment. Time taken during any notice period will not be considered 'work time' for purposes of good standing.

Retaliation

Fort Hudson will not impose any retaliatory or disciplinary measures against employees who use accrued time under NYS PSL law when used for allowable purposes and when in compliance with policy. Fort Hudson reserves the right to advise an employee of the impact of excessive sick time on care and services, as determined appropriate for employee educational and development purposes. Time used in excess of 56 hours in a calendar year (maximum PSL accrual) will be subject to existing Fort Hudson sick leave requirements and limitations, including disciplinary actions where appropriate.

If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Human Resources.

Previous Unscheduled Benefit Time

Consistent with Fort Hudson's previous Unscheduled Benefit Time policy, employees who have Unscheduled Benefit Time remaining may use such time in accordance with Fort Hudson's previous Unscheduled Benefit Time policy. As of January 1, 2021, employees will no longer accrue Unscheduled Benefit Time and instead will accrue sick time in accordance with this policy.