

Central Casting New York Policy on New York City Earned Sick and Safe Time Act

Accrual and Use Information:

You begin to accrue sick and safe time leave under the NYC Earned Sick and Safe Time Act (the “Act”) on your first day of employment in New York City with Central Casting New York (“Central Casting”). You accrue sick and safe time leave at the rate of one hour for every 30 hours worked in New York City for Central Casting, up to a maximum combined total of 56 hours of sick and safe time leave per calendar year. Central Casting's calendar year is from January 1 to December 31 of each year. You are permitted to use up to a maximum combined total of 56 hours of sick and safe time leave under the Act per calendar year, or the number of hours that you have accrued, whichever is less.

Sick and safe time can only be used for an eligible reason under the Act and only on days on which you had to cancel from a Central Casting booked job. You cannot use sick and safe time leave on a day on which you did not have a Central Casting booked job, because there is no job to cancel from (e.g., there's no need to call in sick if you were not supposed to work on that day anyways).

Exception: If your work is covered by a SAG-AFTRA collective bargaining agreement (“CBA”), then sick and safe time leave under the Act may have been waived by SAG-AFTRA in its CBA, which means you would not be eligible for it.

When Sick and Safe Time Leave is Available for Use:

Unless sick and safe time leave has been waived in a SAG-AFTRA CBA that you are working under, you are eligible to begin using sick and safe time leave as soon as it is accrued.

Carry-over of Unused Sick and Safe Time Leave:

Up to a combined total of 56 hours of unused sick and safe time leave may be carried over to the next calendar year with Central Casting. However, you are permitted only to use up to a combined total of 56 hours of sick and safe time leave with Central Casting per calendar year regardless of the balance that you may have accrued or carried over.

No Payout at the End of Employment:

Central Casting does not pay out any unused sick and safe time leave that you may have accrued under the Act upon the end of your employment with Central Casting.

Procedure for Requesting Sick and Safe Time Leave:

You can request sick and safe time leave by calling 818-562-2725 or by emailing to CentralCastingTalentRelations@CentralCasting.com.

If you request sick and safe time leave under the Act, then you may use such leave, provided that you meet all the following conditions:

1. You have an available sick and safe time leave balance to use;
2. Your reason for taking the leave is permitted under the Act;
3. The work you were scheduled to perform was to take place inside of New York City; and
4. You have not already used a combined total of 56 hours of sick and safe time leave with Central Casting in the calendar year in which you are requesting the leave.

Documentation and Confidentiality:

Central Casting may require you to provide documentation if you use more than three consecutive days of

sick and safe time leave. However, Central Casting cannot require employees or a health care provider or other service provider to disclose personal health information or the details of the matter for which an employee requests sick and safe time leave under the Act. Central Casting will keep such information confidential about an employee or an employee's family member, unless the employee consents to disclosure in writing or disclosure is required by law.

Disciplinary Action for Misuse of Leave or for Failure to Provide Documentation:

Central Casting may take disciplinary action against you, up to and including termination, if you misuse sick and safe time leave under the Act or if you fail to provide documentation or you provide false information to Central Casting when requested by Central Casting pursuant to the policy above.