

Notice of Employee Rights – New York City Earned Sick and Safe Time Act

Under New York City's Earned Sick and Safe Time Act (referred to herein as the "Act"), certain employers must give their employees sick leave and safe time leave (also referred to herein as "sick and safe time leave" or "Leave"). Go to www.nyc.gov/paidsickleave to learn which employees are covered by the law. With respect to projects/shows where Central Casting ("Central") both casts and payrolls you as background talent, Central is your employer for purposes of the Act. However, for those projects/shows where Central is not casting you but is performing payroll services only, Central is not your employer and instead the production company is your employer for purposes of the Act.

You have a right to sick and safe time leave under the Act for yourself or a family member.

Amount of Sick and Safe Time Leave

When Central is your employer, as explained above, it provides up to a combined 40 hours (increasing to 56 hours effective January 1, 2021) of Leave every calendar year. Central's calendar year is:

Start of Calendar Year: January 1

End of Calendar Year: December 31

Rate of Accrual

You accrue Leave at the rate of one hour for every 30 hours worked, up to a maximum combined total of 40 hours (increasing to 56 hours effective January 1, 2021) of Leave per calendar year.

Date Accrual Begins

You begin to accrue Leave with your employer on your first day of employment.

Exception: If you are covered by a collective bargaining agreement ("CBA"), you should first check with your employer or union whether Leave has been waived under your CBA. If the Leave is waived by a CBA under which you work, then the Leave is not available to you.

Date Sick and Safe Time Leave is Available for Use

You can begin using Leave as soon as it is accrued.

Acceptable Uses for Yourself or for a Family Member

Acceptable Reasons to Use Sick Leave	Acceptable Reasons to Use Safe Time Leave
For a mental or physical illness, injury, or health condition; to get a medical diagnosis, care, or treatment of your mental or physical illness, injury, or condition; to get preventive medical care.	To obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from domestic violence, family offense matters, sexual offenses, stalking, or human trafficking.
To 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.	To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of you or your family members from domestic violence, family offense matters, sexual offenses, stalking, or human trafficking.
Your employer's business closes due to a public health emergency, or need to care for a child whose school or child care provider closed due to a public health emergency.	To meet with an attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to domestic violence, family offense, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit.
	To file a complaint or domestic incident report with law enforcement.
	To meet with a district attorney's office.
	To enroll children in a new school.
	To take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of you or your family member or to protect those who associate or work with you.

Family Member

The law recognizes the following as family members: child (biological, adopted, or foster child; legal ward; child of an employee standing in loco parentis); child or parent of an employee's spouse or domestic partner; grandchild; sibling (including half, adopted, or step sibling); spouse; domestic partner; parent; grandparent; any other individual related by blood to the employee; and any other individual whose close association with the employee is the equivalent of a family relationship.

Advance Notice

If the need is foreseeable, your employer can require up to seven days advance notice of your intention to use 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 your health care provider if you use more than three consecutive workdays as sick leave, but your employer must reimburse you for documentation if your health care provider charges a fee for documentation. The Act prohibits employers from requiring the health care provider to specify the medical reason for sick leave or requiring safe leave documentation of details of any act/threat of domestic violence, sexual offense, stalking, or human trafficking. Disclosure may be required by other laws.

Unused Sick and Safe Time Leave

For employers with 100 or more employees in NYC, up to 40 hours (increasing to 56 hours effective January 1, 2021) of unused Leave can be carried over to the next calendar year. Despite the carryover, your employer is only required to let you use up to a combined total of 40 or 56 hours, as applicable, of Leave per calendar year. Unused Leave is not paid out upon the end of your employment.

You have a right to be free from retaliation from your employer for using sick and safe time leave.

Your employer cannot retaliate against you for:

- Requesting and using Leave.
- Filing a complaint for alleged violations of the law with the New York City Department of Consumer Affairs
- 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 the New York City Department of Consumer Affairs (DCA). To get the complaint form, go online to www.nyc.gov/paidsickleave or contact **311** (or 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 and safe time leave and your sick and safe time leave accrual and use.

You have a right to be given this notice in English and, if available on the DCA website, your primary language. DCA has template notices available in English, Spanish, Chinese, French-Creole, Italian, Korean, and Russian. For more information, including Frequently Asked Questions, go to www.nyc.gov/paidsickleave or call **311** and ask for information about paid sick and safe time leave. The Act sets the minimum requirements for sick and safe leave, but your employer's leave policies may already meet or exceed the minimum requirements.