

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

Under New York City's Earned Safe and Sick Time Act (referred to herein as the "Act"), employers must give their employees sick leave and safe time leave (also referred to herein as "Leave") when work is performed in NYC. When Central Casting ("Central") both casts and pays you as background talent on a project/show, Central is your employer for purposes of the Act. However, for those projects/shows where Central is not casting you (e.g., you were casted by a different casting company) but Central is performing the payroll (aka "payroll only service"), Central is functioning as the payroll provider and is not your employer for purposes of the Act and, instead, the production company is your employer for purposes of Act in that instance.

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

Amount of Safe and Sick Time Leave

In the scenario that Central is your employer, as explained above, Central provides up to 56 hours of paid safe and sick time leave each calendar year for use in NYC for days you were scheduled by Central to work in NYC.

For purposes of NYC Safe and Sick Time Leave, Central's Calendar Year is:

Start of Calendar Year: January 1 End of Calendar Year: December 31

Rate of Accrual and Maximum Use Per Year

You accrue safe and sick time leave at the rate of one hour for every 30 hours worked in NYC.

When Leave Accrues; When It is Available for Use; What is Your Available Balance

You accrue the Leave starting on your first day of employment with Central in NYC and for time worked inside NYC. Accrued Leave is available for use immediately, as soon as it is accrued. The amount of Leave accrued, available, and used during a pay period is printed on your paystub.

- *Union Exception:* A collective bargaining agreement (CBA) can waive the requirement to provide the Leave in NYC, so you should first check with your employer or union whether the Leave has been waived under your CBA. If the Leave is waived by your CBA, then the Leave is not available to you and Leave balances will not be printed on your paystub.

Carryover and End of Employment

Unused safe and sick time leave in one calendar year carries over to the next calendar year, up to the aggregate maximum of 56 hours to use in each calendar year in NYC. Unused safe and sick time leave is not paid out upon end of employment.

Break in Employment Longer Than 6 Months

If you stopped working for Central for longer than 6 months, then any unused balance of Leave that you may have had will reset to zero. If you work again for Central within 6 months from when you last were employed by Central, then any unused balance of Leave you may have had will be reinstated and available to you.

How to Request Leave From Central

You can send an email to SickPay@CentralCasting.com once you have determined that you are unable to work a booked job because you need to use Leave (see acceptable uses below) for that day. To request Leave, you must have a confirmed job booking from Central for the day that you are requesting to use Leave on.

Documentation

Central can require documentation from your health care provider if you use more than three consecutive workdays as sick leave (or from your aid provider in the case of safe leave), but Central must reimburse you for documentation if your provider charges a fee for documentation. The Act prohibits employers from requiring the health or aid provider to specify the medical reason for sick leave or requiring safe leave documentation of details of domestic violence, family offense matter, sexual offense, stalking, or human trafficking. Disclosure may be required by other laws.

Family Members

You may use safe and sick time leave for yourself and these 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 or domestic partner (current or former, regardless of whether residing together); 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.

Acceptable Uses for Yourself or for Family Members

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 matter, 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.

Confidentiality

The employer will not ask the employee to provide details about the medical condition that led the employee to use sick time, or the personal situation that led the employee to use safe time, and any information the employer receives about the employee's use of safe/sick time will be kept confidential and not disclosed with anyone without the employee's written permission or as required by law.

No Retaliation

The employer cannot punish or fire employees for requesting or using Leave or for reporting violations. However, misuse or abuse of sick and safe time leave by an employee (i.e., for uses that are not permitted by the law) may subject the employee to discipline.

You have a right to file a complaint.

You have a right to file a complaint with the New York City Department of Consumer Affairs (DCA) if you believe your Leave rights have been violated. Go online to www.nyc.gov/workers or contact **311** (or 212.NEW.YORK outside NYC).

Keep a copy of this notice and all documents that show your safe and sick time leave accrual, balances, 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 safe and sick time leave.