



SAFE AND SICK LEAVE FOR DOWNSTATE PERSONAL ASSISTANTS

Starting May 1, 2026, or the date you start working (whichever is later), if you are a CDPAP Personal Assistant (“PA”) who works in New York City, Nassau County, Westchester County, and Suffolk County (Downstate PAs), you will accrue paid safe and sick leave (“SSL”) under this policy.

→ Note: If you are a PA who works in New York State but outside of New York City, Nassau County, Westchester County, and Suffolk County, please refer to the *Safe and Sick Leave Policy for Upstate Personal Assistants*.

How You Get SSL

- You will accrue SSL at a rate of 1 hour of SSL for every 30 hours worked, up to a maximum of 56 hours of SSL per calendar year.
- New York City- For wage parity purposes, \$0.69/hour of your wage parity benefit will be credited towards this benefit.
- Nassau County, Westchester County, & Suffolk County- For wage parity purposes, \$0.67/hour of your wage parity benefit will be credited towards this benefit.
- New York City-Once you have accrued 56 hours of SSL in a calendar year, you will accrue no additional SSL during that calendar year, and the \$0.69/ hour will be deposited into your 401(a) account.
- Nassau County, Westchester County, & Suffolk County- Once you have accrued 56 hours of SSL in a calendar year, you will accrue no additional SSL during that calendar year, and the \$0.67/ hour will be deposited into your 401(a) account.

What Happens To SSL at the End of the Year or When You Stop Working For PPL

- All unused SSL will carryover into 2027. Commencing with calendar year 2027, you only carry over up to 56 hours of unused SSL into the next calendar year.
- If your SSL balance is more than 56 hours at the end of 2027, or any calendar year after that, PPL will pay you for the extra hours (any balance of hours over 56 hours) by making a deposit into your 401(a) account and those hours will no longer be available.



- Example: If you earn \$19.65/hour and you have 60 hours of unused SSL on December 31, 2027, PPL will pay \$78.60 into your 401(a) account ($\$19.65/\text{hour} \times 4 \text{ hours} = \78.60) and those 4 hours will no longer be available.
- At the end of your employment with PPL, PPL will pay you for any remaining earned, unused SSL accrued on and after May 1, 2026, by making a deposit into your 401(a) account at the value of the SSL when it was accrued.
 - Example: If you have 32 hours of unused SSL accrued on or after May 1, 2026, at the end of your employment, and you were being paid at \$19.65/hour when you earned that SSL, PPL will pay \$628.80 into your 401(a) account ($\$19.65/\text{hour} \times 32 \text{ hours} = \628.80).
- If you or your consumer do not tell PPL when your employment ends, PPL will consider your employment to be ended after 26 weeks have gone by without your receiving a paycheck, unless there are extraordinary circumstances.

How to Use SSL

- You can use up to a maximum of 56 hours of SSL per calendar year.
- You can use SSL for any reason allowed by the New York City or New York State sick leave laws.
- You may use SSL as soon as it accrues.
- You must use SSL in blocks of 15 minutes.
- Here is how to submit your request to use SSL through PPL@Home:
 - Log in to PPL@Home using your mobile number or email address, then navigate to the Timesheet tab.
 - Under Timesheet Summary, click "+ Submit Time Off," then select the Service Period from the dropdown menu.
 - Next to each date for that service period, there will be a dropdown menu that says, "Select Service." Select "Safe and Sick Leave", then select the requested start and end time for each day. Once finished, click "Submit."
- If you have an approved exception to use a paper timesheet, you may request to use SSL by selecting SSL as the service type in the top right of the paper timesheet. You must



submit your request for SSL on a separate paper timesheet. You cannot combine your request for SSL with any other time entries.

- You can request SSL for any date you were scheduled to work within the past 14 days and up to 90 days in the future.

Other Important Information

- This policy replaces any prior policy regarding paid time off provided for sick and safe leave that was in effect before May 1, 2026. You will no longer accrue any PTO after April 30, 2026 and will accrue SSL instead under this policy.
- If you have both accrued, unused SSL and PTO and you request paid sick and safe leave, PPL will first use up any available SSL for paid sick and safe leave before any PTO is used.
- If you use SSL (or PTO) in a week in which you also work, your SSL (or PTO) hours will not be counted toward the hours needed to receive overtime pay.
- You may not use SSL (or PTO) for any hour in which you are already being paid to work in CDPAP.
- PPL will not ask you to provide details about your medical condition or other situation that leads you to need to take SSL.
- If PPL does learn any information about your need to use SSL, PPL will keep this information confidential and will not disclose this information to anyone else without your permission, unless doing so is required by law.
- PPL will not discriminate or retaliate against you for using SSL.
- If you have questions about this policy, please contact 1-833-746-8283

***Time accrued before 5/1/2026 will be considered PTO however in PPL systems, all time will be referenced as SSL.



Notice of Employee Rights: Protected Time Off

Your employer must give you this notice explaining your right to protected time off and paid prenatal leave.

Use

Use **Protected Time Off** to:

- Get medical care or to recover from your own illness or injury.
- Care for a family member who is sick or has a medical appointment.
- Care for a child. *Includes school holidays, child care disruptions.*
- Care for a family or household member with a disability.
- Leave an abuser if you're experiencing domestic violence.
- Take safety measures if you or a family member experience unwanted sexual contact, stalking, human trafficking, workplace violence, or domestic violence. *Includes reporting to law enforcement, getting services, serving as a witness, and more.*
- Stay home during extreme weather events or other public emergencies.
- Attend public benefits or housing appointments or hearings.

Use **Paid Prenatal Leave** to:

- Get health care for yourself during your pregnancy.

Amount

Your employer must provide the following amounts of leave:

Employer Size	Protected Time Off Per Calendar Year*		Paid Prenatal Leave Per Year
	Immediately Available	Accrued (1 hour for every 30 hours worked)	Immediately Available
100 or more employees	32 hours Unpaid	Up to 56 hours Paid	20 hours Paid
5-99 employees OR more than \$1 million in business earnings	32 hours Unpaid	Up to 40 hours Paid	20 hours Paid
Household (You work as a babysitter, housekeeper, or companion.)	32 hours Unpaid	Up to 40 hours Paid	20 hours Paid
1-4 employees AND less than \$1 million in business earnings	32 hours Unpaid	Up to 40 hours Unpaid	20 hours Paid

*Your employer's calendar year is: January to December

Your employer can only require you to give advance notice of an expected use of protected time off; for example, to attend a scheduled doctor's appointment or court hearing. **You do not have to give advance notice of an unexpected use of protected time off; for example, illness or child care disruption.**

You do not have to give your employer details about why you used protected time off. If you use four or more workdays in a row, your employer can require documentation. **Your employer can't require documentation if you use three or fewer consecutive days.**

Required Written Disclosures

Your employer must:

- Give you a written policy that explains how to use your protected time off and paid prenatal leave.
- Tell you how much protected time off you have used and have left each pay period.

No Retaliation

It is illegal to punish or fire employees for requesting or using leave or for reporting violations. You have the right to leave regardless of your immigration status.



Contact Consumer and Worker Protection to learn more or to file a complaint. Visit nyc.gov/workers | Call 311 and ask for "Protected Time Off" You can also make an ANONYMOUS tip.