

SAFE AND SICK LEAVE FOR UPSTATE PERSONAL ASSISTANTS

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

→ Note: If you are a PA who regularly works in New York City, Nassau County, Westchester County, or Suffolk County, please refer to the *Safe and Sick Leave Policy for Downstate 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.
- Once you have earned 56 hours of SSL in a calendar year, you will earn no additional SSL during that calendar year.

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

- At the end of a calendar year, you can carry over your unused SSL into the next calendar year.
- At the end of your employment with PPL, all unused SSL will be lost. PPL will not pay you for any remaining earned, unused SSL at the end of employment.
- 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 State Paid Sick Leave Law.
- 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 Safe and Sick Leave 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

- You may not use SSL for any hour in which you are already being paid to work in CDPAP.
- Any unused paid time off accrued before May 1, 2026 will be treated as SSL under this policy. This policy replaces any prior policy in effect before May 1, 2026.
- If you use SSL in a week in which you also work, your SSL hours will not be counted toward the hours needed to receive overtime pay.
- 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



YOUR 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.