



# Tompkins County Department of Human Resources

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*Inclusion through Diversity*

**UPDATED 09/29/2021**

This memo provides important information about COVID-19 related leaves following the expiration of the FFCRA Expanded Family Medical Leave and FFCRA sick leave on September 30, 2021.

As of October 1, 2021, the **New York State COVID-19 paid sick leave** is the leave available to employees for specific COVID-19 related illness. This provides employees with paid sick leave at the employee's regular rate of pay for 14 calendar days if the employee is subject to a mandatory precautionary isolation or quarantine order issued by their local Health Department, regardless of whether FFCRA leave was used previously.

**New York State COVID-19 paid sick leave** does **NOT** cover the following which were previously covered under FFCRA leaves:

- A quarantine or isolation recommended by a health care provider;
- Leave to care for a family member who is subject to quarantine or sick with COVID-19;
- An employee who is experiencing symptoms and seeking a diagnosis;
- Leave to care for a child whose school/childcare is closed for COVID related reasons;
- Quarantine which is required by the state due to an employee's personal travel to noncontiguous state or foreign country on the CDC's level 2 or 3 list.

If any of the above circumstances apply, speak to your supervisor/department head about telework arrangements, flexible work arrangements, and /or use of other leave accruals.

**COVID-19 IMMUNIZATION/VACCINATION:** An employee who is obtaining a COVID-19 immunization/vaccination can utilize up to 4 hours as needed per dose, which includes travel to and from the distribution site. This leave is not to be used for symptoms/illness following COVID-19 immunization/vaccination. Traditional accrued fringe leave may be used for that purpose. Employees who undergo vaccinations outside their regular work schedule do so on their own time. Employees must obtain approval from their supervisor /department head to take the time from work. COVID-19 Immunization/Vaccination leave is available effective March 12, 2021 and remains in effect through December 31, 2022.

Employees are not entitled to reimbursement for unused New York State COVID-19 paid sick leave upon termination, resignation, retirement or other separation from employment.

**In order to be approved for New York State COVID-19 paid sick leave you must qualify and submit required documentation through Laserfiche. To apply/request this leave, visit this link:**

<https://lweb.tompkins-co.org/Forms/COVID19PSL>