



Tompkins County Department of Human Resources

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Inclusion through Diversity

Updated: 01/14/2022

This memo provides important information about COVID-19 related leaves. 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. Employees may be provided with paid sick leave at the employee's regular rate of pay for 5 to 14 calendar days, depending on the latest guidance and symptomology, if the employee is subject to a mandatory/precautionary isolation or quarantine order issued from the New York State Health Commissioner or by the local Health Department. If orders are not provided by the local Health Department, employees may follow guidance from New York State for Isolation and Quarantine Affirmation. Forms for self-attestation can be found at <https://coronavirus.health.ny.gov/new-york-state-contact-tracing>.

New York State COVID-19 paid sick leave only covers employees who test positive, were exposed to someone who tested positive or who display COVID-19 symptoms. New York State COVID-19 paid sick leave does **NOT** cover the following:

- Leave to care for a child or family member
- Quarantine due to an employee's personal travel

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

If you tested positive for COVID-19: You should immediately isolate yourself, stay home for at least 5 days, and until you are fever free for 24 hours and symptoms are improving, followed by 5 days of wearing a mask when around others. Protect those you live with by staying 6 feet away when you are in the same room, wearing a mask, washing hands frequently, coughing and sneezing into an elbow or a tissue. Notify your household and close contacts to immediately quarantine.

COVID-19 IMMUNIZATION/VACCINATION: An employee who is obtaining a COVID-19 vaccination or booster can utilize up to a maximum of 8 hours for paid vaccination time, which includes travel to and from the distribution site. This leave is not to be used for symptoms/illness following COVID-19 immunization/vaccination/booster. 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 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, nor is it cumulative.

In order to be approved for New York State COVID-19 paid sick leave you must qualify and submit required documentation through Laserfiche. <https://lfweb.tompkins-co.org/Forms/COVID19PSL>

For isolation this documentation includes proof of positive COVID-19 test result and a copy of an isolation order from your local health department or the NYS self-isolation.

https://coronavirus.health.ny.gov/system/files/documents/2022/01/affirmation_of_isolation_011222.pdf

For quarantine, documentation is a quarantine order from local health department or NYS self-quarantine.

https://coronavirus.health.ny.gov/system/files/documents/2022/01/Affirmation_Of_Quarantine_011222.pdf