



360 Lexington Avenue, 8th Floor
New York, NY 10017
tel 212.687.5440

accessstaffing.com

Access Staffing Earned Sick Time Policies

Access Staffing is fully abiding with the NYC Paid Sick Leave legislation. This paid leave is to **only** be used in the case of illness for yourself or an immediate family member which the law defines as: your child, grandchild, spouse, domestic partner, parent, grandparent, child or parent of an employee's spouse or domestic partner (in-law), or a sibling.

You are only entitled to use a sick day if you are on an active assignment through Access Staffing.

Advance Notice

We are requiring that you must give us a minimum of seven (7) days advance notice of your intention to use a sick day for a scheduled medical appointment. If the need to take a day is unforeseeable, you must let us know as soon as practically possible, but ideally before you are due at your assignment. Notice must be given to a representative at Access Staffing (preferably in writing); notice given to the client at your assignment will not be considered as official notification because they are not your employer.

Documentation

Access Staffing will require documentation from a licensed healthcare provider if you use more than three (3) consecutive work days as sick leave.

Thank you.