



# 2023-2024 COVID Leave Procedures



September 2023

Colleagues,

Please see the information below in the event that you test positive for COVID and need to isolate.

## New York State Paid Leave

- This is still in effect as of September 2023.
- Employees are entitled to up to 10 days of paid leave if they test positive for COVID.
- This leave can be accessed up to 3 times dating back to March 2020. If you were quarantined as a close contact and received paid leave that counts as one of the 3 allowable uses of the leave.
- Employees who exhaust this paid leave will be required to use their own accruals or take unpaid leave.

Use of Leave (dating back to March 2020)	Requirements
First positive	Employee must provide a home test with required documentation (see example on page 2), or PCR test results or a note from a doctor, employee must isolate a minimum of 5 days and <b>must submit a signed affirmation of isolation provided by HR upon return to work</b>
Second positive	Employee must provide a home test with required documentation (see example on page 2), or PCR test results or a note from a doctor, employee must isolate a minimum of 5 days and <b>must submit a signed affirmation of isolation provided by HR upon return to work</b>
Third positive	Employee must provide a home test with required documentation (see example on page 2), or PCR test results or a note from a doctor, employee must isolate a minimum of 5 days and <b>must submit a signed affirmation of isolation provided by HR upon return to work</b>
Additional positive cases	Employee's own accruals or unpaid leave

## Quarantine, Isolation, and Masking requirements for symptomatic or COVID positive individuals

Day 0	Days 1-5	Days 6-10
Date of symptom onset or day of positive test, if no symptoms	Employee must isolate for 5 days at home, if symptoms improving and fever free can end isolation at day 6	Employee can return to work. A mask is optional.

All employees must notify their supervisor and HR that they have tested positive.

All employees who use the Frontline absence management system must enter their absences as sick.

Once an employee provides the required documentation, the sick leave will be changed to COVID leave in the system.

Home tests will be accepted for Positive cases. The employee must take a picture of the positive home test with the employee name and date of the test. This documentation must be emailed to Kim Nugent and Deb Weaver in HR with notification that the employee has tested positive.

